ST/IC/2018/1

United Nations

(English only)

Index to administrative issuances

January 2018

Please recycle

Introduction

1. The present index to administrative issuances lists in alphanumeric order by series symbol, together with date and subject matter, all issuances at United Nations Headquarters that were current as at 31 December 2017. It also includes a subject index and an alphabetical index. The index is issued annually.[1]

2. The index comprises the following sections:

(a) **ST/SGB/- series.** These bulletins promulgate Regulations adopted by the General Assembly, establish Financial Rules, Staff Rules and the organizational structure of the Secretariat and contain important decisions of policy. They are issued by the Secretary-General and remain in effect from a given date until specifically amended or abolished;

(b) **ST/AI/- series.** These administrative instructions prescribe instructions and procedures for the implementation of Secretary-General's bulletins and set forth office practices and procedures to be applied in more than one department of the Secretariat. These instructions remain in effect from a given date until specifically amended or abolished;

(c) **Subject and alphabetical indexes.** The subject and alphabetical indexes provide the information needed to locate issuances on specific subjects.

3. Copies of the index are available through official distribution. The index is also archived in the Official Document System and is included in the Human Resources Handbook.

4. Comments and suggestions concerning this publication would be appreciated. They should be addressed to the Chief, Policy and Conditions of Service Section, Office of Human Resources Management, Secretariat Building, Room S-1865, New York, N.Y. 10017.

[1] The index to information circulars is contained in ST/IC/2018/2.

Contents

		Page
A.	Administrative issuances, by alphanumeric symbol	6
I.	Issuances under Secretary-General's bulletin ST/SGB/2009/4	6
1.	Secretary-General's bulletins 2017	6
2.	Secretary-General's bulletins 2016	6
3.	Secretary-General's bulletins 2015	7
4.	Secretary-General's bulletins 2014	7
5.	Secretary-General's bulletins 2013	7
6.	Secretary-General's bulletins 2012	8
7.	Secretary-General's bulletins 2011	8
8.	Secretary-General's bulletins 2010	8
9.	Secretary-General's bulletins 2009	9
10.	Secretary-General's bulletins 2008	9
11.	Secretary-General's bulletins 2007	10
12.	Secretary-General's bulletins 2006	10
13.	Secretary-General's bulletins 2005	11
14.	Secretary-General's bulletins 2004	12
15.	Secretary-General's bulletins 2003	12
16.	Secretary-General's bulletins 2002	13
17.	Secretary-General's bulletins 2001	13
18.	Secretary-General's bulletins 2000	13
19.	Secretary-General's bulletins 1999	14
20.	Secretary-General's bulletins 1998	14
21.	Secretary-General's bulletins 1997	14
22.	Administrative instructions 2017	15
23.	Administrative instructions 2016	15
24.	Administrative instructions 2015	15
25.	Administrative instructions 2014	16
26.	Administrative instructions 2013	16
27.	Administrative instructions 2012	16
28.	Administrative instructions 2011	16
29.	Administrative instructions 2010	17
30.	Administrative instructions 2009	17

31. Administrative instructions 2008 ... 17
32. Administrative instructions 2007 ... 18
33. Administrative instructions 2006 ... 18
34. Administrative instructions 2005 ... 18
35. Administrative instructions 2003 ... 19
36. Administrative instructions 2002 ... 19
37. Administrative instructions 2001 ... 19
38. Administrative instructions 2000 ... 20
39. Administrative instructions 1999 ... 20
40. Administrative instructions 1998 ... 21
41. Administrative instructions 1997 ... 21

II. Issuances under Secretary-General's bulletin ST/SGB/100 ... 21

1. Secretary-General's bulletins ... 21
2. Administrative instructions ... 23

B. Subject index to administrative issuances ... 28

I. Buildings, premises and security ... 28

1. Buildings and premises ... 28
2. Garage ... 28
3. Passes ... 28
4. Safety ... 28
5. Security ... 28

II. Claims ... 29

III. Communications, archives and records ... 29

1. Archives and records ... 29
2. Communications, correspondence and mailing ... 29
3. Pouch ... 29

IV. Conferences ... 29

V. Documents and publications ... 30

1. General ... 30
2. Regulations for the control and limitation of documentation ... 30

VI. Finance ... 31

1. Financial arrangements ... 31
2. General ... 31
3. Financial regulations and rules ... 32
4. Revenue-producing activities ... 32
5. Trust funds and special accounts ... 32

VII. General office procedures ... 32
VIII. Human resources ... 33
1. Administration-staff relations ... 33
2. Allowances, entitlements and grants ... 33
3. Appeals ... 34
4. Appointments, placement and promotion ... 34
5. Attendance, leave and working hours ... 36
6. Delegation of authority ... 36
7. Duties and obligations ... 36
8. Job classification system ... 37
9. General ... 37
10. Medical and other insurance ... 38
11. Pensions, post-retirement services and employment beyond retirement ... 38
12. Post adjustment ... 38
13. Salary scales and payments ... 38
14. Staff regulations and rules ... 39
15. Training, career development and examinations ... 39
16. United States taxes ... 39
17. Visas ... 39
IX. Library ... 39
X. Missions ... 40
XI. Organizational structure ... 40
1. General ... 40
2. Institutes ... 40
3. Secretariat departments and units ... 40
4. Secretariat boards and committees ... 42
5. Units servicing voluntary programmes ... 43
XII. Property and supplies ... 43
1. Property control ... 43
2. General ... 43
XIII. Protocol ... 43
XIV. Travel and transportation ... 44
1. Automobiles, baggage and customs ... 44
2. Expenses ... 44
3. General ... 44
C. Alphabetical index to administrative issuances ... 45

A. Administrative issuances, by alphanumeric symbol

I. Issuances under Secretary-General's bulletin ST/SGB/2009/4[2]

1. Secretary-General's bulletins 2017

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2017/1 and ST/SGB/2017/1/Corr.1	30/12/16	Staff Regulations and Rules of the United Nations	
ST/SGB/2017/2/Rev.1	28/11/17	Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations	
ST/SGB/2017/3	29/12/17	Abolishment of obsolete Secretary-General's bulletins	

2. Secretary-General's bulletins 2016

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2016/2/Rev.1	26/12/17	Introduction of a new staff selection and managed mobility system	See also ST/AI/2010/3, ST/AI/2010/3/Amend.1, ST/AI/2010/3/Amend.2 and ST/AI/2010/3/Amend.3
ST/SGB/2016/3/Rev.1	26/12/17	Senior Review Board	See also ST/AI/2010/3, ST/AI/2010/3/Amend.1, ST/AI/2010/3/Amend.2 and ST/AI/2010/3/Amend.3
ST/SGB/2016/4/Rev.1	26/12/17	Global Central Review Board	See also ST/AI/2010/3, ST/AI/2010/3/Amend.1, ST/AI/2010/3/Amend.2 and ST/AI/2010/3/Amend.3
ST/SGB/2016/6	2/5/16	Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation	
ST/SGB/2016/7	22/6/16	Terms of reference for the Office of the United Nations Ombudsman and Mediation Services	

[2] A new system for administrative issuances entered into force in accordance with Secretary-General's bulletin ST/SGB/2009/4.

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2016/8	22/6/16	Placement of staff members serving in the Executive Office of the Secretary-General	
ST/SGB/2016/9	21/7/16	Status, basic rights and duties of United Nations staff members	
ST/SGB/2016/10	13/7/16	Senior Review Group	
ST/SGB/2016/11	21/9/16	Organization of the Office of Information and Communications Technology	See also ST/SGB/2015/3
ST/SGB/2016/12	8/11/16	Mandatory learning programme: United Nations Human Rights Responsibilities	

3. Secretary-General's bulletins 2015

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2015/1	9/4/15	Delegation of authority in the administration of the Staff Regulations and Staff Rules	Annex I to ST/AI/234/Rev.1
ST/SGB/2015/3	22/7/15	Organization of the Secretariat of the United Nations	
ST/SGB/2015/4	1/7/15	Supplement to the Financial Regulations and Rules of the United Nations	See also ST/SGB/2013/4

4. Secretary-General's bulletins 2014

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2014/3	19/6/14	Employment and accessibility for staff members with disabilities in the United Nations Secretariat	

5. Secretary-General's bulletins 2013

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2013/1	3/1/13	Organization of the Office of Central Support Services	See also ST/SGB/2010/9
ST/SGB/2013/2	16/4/13	Management Performance Board	See also ST/SGB/2005/16, as amended by ST/SGB/2006/14
ST/SGB/2013/4	1/7/13	Financial Regulations and Rules of the United Nations	See also ST/SGB/2015/4 and ST/AI/2016/7

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2013/5	5/8/13	Organization of the Department of Safety and Security	See also ST/SGB/2015/3

6. Secretary-General's bulletins 2012

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2012/2	29/3/12	Publications Board	See also ST/AI/2001/5
ST/SGB/2012/3	20/7/12	International Criminal Tribunals: Information sensitivity, classification, handling and access	See also ST/SGB/2007/5 and ST/SGB/2007/6
ST/SGB/2012/4	27/7/12	Senior Management Group	See also ST/SGB/2005/16

7. Secretary-General's bulletins 2011

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2011/2	1/1/11	Authority of the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women) in matters relating to human resources management	
ST/SGB/2011/3 and ST/SGB/2011/3/Amend.1	16/3/11 16/11/12	Management Committee	See also ST/SGB/2005/16, as amended by ST/SGB/2006/14
ST/SGB/2011/4	20/7/11	Organization of the Office of Human Resources Management	See also ST/SGB/2015/3 and ST/SGB/2010/9
ST/SGB/2011/6/Rev.1	11/7/13	Staff-Management Committee	See also ST/AI/2014/3
ST/SGB/2011/7	29/9/11	Central review bodies	See also ST/AI/2010/3, ST/AI/2010/3/Amend.1, ST/AI/2010/3/Amend.2 and ST/AI/2010/3/Amend.3
ST/SGB/2011/9	18/10/11	Continuing appointments	See also ST/AI/2012/3
ST/SGB/2011/10	19/10/11	Young professionals programme	See also ST/AI/2012/2/Rev.1 and ST/AI/2012/2/Rev.1/Amend.1

8. Secretary-General's bulletins 2010

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2010/1	5/2/10	Organization of the Department of Peacekeeping Operations	See also ST/SGB/2015/3, ST/SGB/2009/13 and ST/SGB/2009/13/Corr.1
ST/SGB/2010/2	4/3/10	Organization of the Department of Field Support	See also ST/SGB/2015/3, ST/SGB/2010/9, ST/SGB/2009/13,

Symbol	*Date issued*	*Subject*	*Amendments remarks*
			ST/SGB/2009/13/Corr.1 and ST/SGB/2010/1
ST/SGB/2010/3	7/4/10	Organization and terms of reference of the Office of Administration of Justice	See also ST/SGB/2015/3
ST/SGB/2010/5	23/4/10	Establishment and operation of the Central Emergency Response Fund	See also ST/SGB/2009/4
ST/SGB/2010/7	2/8/10	Organization of the secretariat of the Economic and Social Commission for Western Asia	See also ST/SGB/2015/3
ST/SGB/2010/8/Rev.1	24/5/12	United Nations Memorial and Recognition Fund	See also ST/AI/2010/1
ST/SGB/2010/9	6/12/10	Organization of the Department of Management	See also ST/SGB/2015/3

9. Secretary-General's bulletins 2009

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2009/1	16/1/09	Authority of the United Nations Office for Project Services in matters relating to human resources management	
ST/SGB/2009/3	1/3/09	Organization of the United Nations Office at Nairobi	See also ST/SGB/2015/3, ST/SGB/2002/14 and ST/SGB/2006/13
ST/SGB/2009/4	18/12/09	Procedures for the promulgation of administrative issuances	
ST/SGB/2009/9	22/6/09	Learning and development policy	
ST/SGB/2009/12	1/8/09	Records and archives of the United Nations Monitoring Verification and Inspection Commission	
ST/SGB/2009/13 and ST/SGB/2009/13/Corr.1	1/10/09 5/11/09	Organization of the Department of Political Affairs	See also ST/SGB/2015/3
ST/SGB/2009/14	18/12/09	Organization of the United Nations Office for Partnerships	See also ST/SGB/2015/3

10. Secretary-General's bulletins 2008

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2008/5	11/2/08	Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority	See also ST/SGB/2008/14

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2008/6	28/4/08	United Nations Exhibits Committee	See also ST/AI/416 and ST/AI/2008/1
ST/SGB/2008/8	27/6/08	Organization of the Office for Disarmament Affairs	See also ST/SGB/2015/3
ST/SGB/2008/9	27/6/08	Organization of the secretariat of the Economic Commission for Europe	See also ST/SGB/2015/3
ST/SGB/2008/11	1/8/08	Joint Negotiation Committee for the Field	
ST/SGB/2008/12	1/8/08	Departmental focal points for women in the Secretariat	See also ST/SGB/282 and ST/AI/1999/9
ST/SGB/2008/13	1/8/08	Organization of the Office of Legal Affairs	See also ST/SGB/2015/3
ST/SGB/2008/14	27/10/08	Joint Harassment Prevention Boards	See also ST/SGB/2008/5

11. Secretary-General's bulletins 2007

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2007/5	12/2/07	Record-keeping and the management of United Nations archives	See also ST/SGB/2004/15 and ST/SGB/2007/6
ST/SGB/2007/6	12/2/07	Information sensitivity, classification and handling	See also ST/SGB/2007/5
ST/SGB/2007/7	15/2/07	Organization of the United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States	See also ST/SGB/2015/3
ST/SGB/2007/9	15/6/07	Joint Negotiation Committee at Headquarters	
ST/SGB/2007/10	29/6/07	Records of the United Nations Compensation Commission	See also ST/SGB/2007/5 and ST/SGB/2007/6
ST/SGB/2007/11 and ST/SGB/2007/11/Amend.1	30/11/07 16/4/13	United Nations system-wide application of ethics: separately administered organs and programmes	See also ST/SGB/2005/22 and ST/SGB/2017/2

12. Secretary-General's bulletins 2006

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2006/5	22/3/06	Acceptance of pro bono goods and services	
ST/SGB/2006/6	10/4/06	Financial disclosure and declaration of interest statements	

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2006/7	31/5/06	Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	See also ST/AI/2006/2
ST/SGB/2006/13	1/12/06	Organization of the secretariat of the United Nations Environment Programme	See also ST/SGB/2015/3 and ST/SGB/2009/3
ST/SGB/2006/14	8/12/06	Amendment to Secretary-General's bulletin ST/SGB/2005/16 on new mechanisms to strengthen the executive management of the United Nations Secretariat	See also ST/SGB/2005/16 and ST/SGB/2011/3
ST/SGB/2006/15	26/12/06	Post-employment restrictions	
ST/SGB/2006/16	22/12/06	Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme	

13. Secretary-General's bulletins 2005

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2005/7	13/4/05	Designation of staff members performing significant functions in the management of financial. human and physical resources	
ST/SGB/2005/9	2/5/05	Organization of the Department for General Assembly and Conference Management	See also ST/SGB/2015/3
ST/SGB/2005/10	2/5/05	Establishment of a Senior Advisory Board on Services to the Public	
ST/SGB/2005/11	29/4/05	Organization of the secretariat of the Economic and Social Commission for Asia and the Pacific	See also ST/SGB/2015/3
ST/SGB/2005/12	29/4/05	Organization of the secretariat of the Economic Commission for Africa	See also ST/SGB/2015/3
ST/SGB/2005/16	22/8/05	New mechanisms to strengthen the executive management of the United Nations Secretariat	See also ST/SGB/2006/14 and ST/SGB/2011/3
ST/SGB/2005/22	30/12/05	Ethics Office — establishment and terms of reference	

14. Secretary-General's bulletins 2004

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2004/5	15/3/04	Organization of the United Nations Office at Vienna	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11, and ST/SGB/2004/6
ST/SGB/2004/6	15/3/04	Organization of the United Nations Office on Drugs and Crime	See also ST/SGB/2015/3, ST/SGB/2004/5, ST/SGB/240 and ST/SGB/388
ST/SGB/2004/9	1/6/04	Independent inquiry into the oil-for-food programme	
ST/SGB/2004/10	28/5/04	Authority of the United Nations Population Fund in matters relating to human resources	
ST/SGB/2004/11	9/8/04	Payment of insurance proceeds under the malicious acts insurance policy	
ST/SGB/2004/13/Rev.1	26/6/14	Personal status for purposes of United Nations entitlements	
ST/SGB/2004/15	29/11/04	Use of information and communication technology resources and data	

15. Secretary-General's bulletins 2003

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2003/4	24/1/03	Flexible working arrangements	
ST/SGB/2003/6	23/4/03	Office of the Special Adviser on Africa	See also ST/SGB/2015/3
ST/SGB/2003/9	11/8/03	Non-smoking policy at United Nations Headquarters, New York	
ST/SGB/2003/13	9/10/03	Special measures for protection from sexual exploitation and sexual abuse	See also ST/SGB/1999/13, ST/SGB/2008/5 and ST/SGB/2008/14
ST/SGB/2003/14	25/10/03	Policy on breastfeeding	
ST/SGB/2003/16	21/11/03	Organization of the Office of Programme Planning, Budget and Accounts	See also ST/SGB/2015/3 and ST/SGB/2010/9
ST/SGB/2003/17	21/11/03	Information and Communications Technology Board	See also ST/AI/2005/10 and ST/SGB/2004/15
ST/SGB/2003/18	1/12/03	Policy on HIV/AIDS in the workplace	See also ST/SGB/1999/17

16. Secretary-General's bulletins 2002

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2002/5	23/4/02	Introduction of a new staff selection system	See also ST/SGB/2016/2/Rev.1, ST/AI/2010/3, ST/AI/2010/3/Amend.1, ST/AI/2010/3/Amend.2 and ST/AI/2010/3/Amend.3
ST/SGB/2002/7	16/5/02	Organization of the Office of Internal Oversight Services	See also ST/SGB/273
ST/SGB/2002/8	5/6/02	Evacuation procedures for the United Nations Headquarters complex	
ST/SGB/2002/9	18/6/02	Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission	See also ST/SGB/2016/9
ST/SGB/2002/14	22/11/02	Organization of the secretariat of the United Nations Human Settlements Programme	See also ST/SGB/2009/3
ST/SGB/2002/18	31/12/02	New nomenclature for staff of the United Nations	

17. Secretary-General's bulletins 2001

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2001/7	28/8/01	Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements	

18. Secretary-General's bulletins 2000

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/2000/4	24/1/00	Organization of the United Nations Office at Geneva	See also ST/SGB/2015/3
ST/SGB/2000/5	7/2/00	Organization of the secretariat of the Economic Commission for Latin America and the Caribbean	See also ST/SGB/2015/3
ST/SGB/2000/6	17/2/00	Organization of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	See also ST/SGB/2015/3
ST/SGB/2000/11	22/5/00	Visa Committee	
ST/SGB/2000/15 and ST/SGB/2000/15/Amend.1	1/12/00 18/10/11	Regulations for the United Nations Dag Hammarskjöld Medal	See also ST/SGB/119/Rev.1

19. Secretary-General's bulletins 1999

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/1999/4	20/5/99	Family and child support obligations of staff members	See also ST/AI/2000/12
ST/SGB/1999/6	8/6/99	Commission for Historical Clarification	
ST/SGB/1999/8	22/6/99	Organization of the Office for the Coordination of Humanitarian Affairs	See also ST/SGB/2015/3
ST/SGB/1999/9	24/6/99	Steering Committee for the Improvement of the Status of Women in the Secretariat	See also ST/SGB/282 and ST/AI/1999/9
ST/SGB/1999/10	30/6/99	Organization of the Department of Public Information	See also ST/SGB/2015/3
ST/SGB/1999/13	6/8/99	Observance by United Nations forces of international humanitarian law	
ST/SGB/1999/15	13/10/99	Organizational competencies for the future	
ST/SGB/1999/17	30/11/99	United Nations personnel policy on HIV/AIDS	
ST/SGB/1999/18	15/12/99	Performance Appraisal System	See also ST/AI/2010/5 and ST/AI/2010/5/Corr.1

20. Secretary-General's bulletins 1998

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/1998/1	15/1/98	Organization of the secretariat of the United Nations Conference on Trade and Development	See also ST/SGB/2015/3
ST/SGB/1998/9	27/4/98	Organization of the Office of the United Nations High Commissioner for Refugees	See also ST/SGB/2015/3
ST/SGB/1998/18	3/12/98	Organization of the Executive Office of the Secretary-General	See also ST/SGB/2015/3

21. Secretary-General's bulletins 1997

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/1997/2	28/5/97	Information circulars	
ST/SGB/1997/9	15/9/97	Organization of the Department of Economic and Social Affairs	See also ST/SGB/2015/3
ST/SGB/1997/10	15/9/97	Organization of the Office of the United Nations High Commissioner for Human Rights	See also ST/SGB/2015/3

22. Administrative instructions 2017

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2017/1	26/10/17	Unsatisfactory conduct, investigations and the disciplinary process	
ST/AI/2017/2	28/12/17	Abolishment of obsolete administrative instructions	

23. Administrative instructions 2016

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2016/1 and ST/AI/2016/1/Amend.1	28/12/15 13/3/17	Staff selection and managed mobility system	See also ST/SGB/2016/4/Rev.1, ST/AI/2010/3, ST/AI/2010/3/Amend.1, ST/AI/2010/3/Amend.2 and ST/AI/2010/3/Amend.3
ST/AI/2016/2	1/7/16	Repatriation grant	
ST/AI/2016/3	1/7/16	Special entitlements for staff members serving at designated duty stations	
ST/AI/2016/4	1/7/16	Excess baggage, shipments and insurance	
ST/AI/2016/5	1/7/16	Settling-in grant	
ST/AI/2016/6	1/7/16	Mobility and hardship scheme	
ST/AI/2016/7	29/8/16	Delegation of authority under the Financial Regulations and Rules of the United Nations	
ST/AI/2016/8	28/12/16	Dependency status and dependency benefits	
ST/AI/2016/9	20/12/16	Language proficiency and language allowance	

24. Administrative instructions 2015

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2015/2/Rev.1	1/7/16	Home leave	
ST/AI/2015/3	1/4/15	Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters	
ST/AI/2015/4	4/6/15	Management of property	
ST/AI/2015/5	23/12/15	Sabbatical leave programme	See also ST/SGB/2009/9

25. Administrative instructions 2014

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2014/1	13/1/14	United Nations internship programme	
ST/AI/2014/2	16/4/14	System of daily subsistence allowance	
ST/AI/2014/3	24/6/14	Staff-Management Committee	See also ST/SGB/2011/6/Rev.1

26. Administrative instructions 2013

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2013/1 and ST/AI/2013/1/Corr.1	22/4/13 13/6/13	Administration of fixed-term appointments	
ST/AI/2013/3 and ST/AI/2013/3/ Amend.2	12/8/13 28/8/16	Official travel	See also ST/SGB/107/Rev.6
ST/AI/2013/4	19/12/13	Consultants and individual contractors	See also ST/SGB/177
ST/AI/2013/5	1/4/14	Participants in advisory meetings	See also ST/SGB/177

27. Administrative instructions 2012

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2012/2/Rev.1 and ST/AI/2012/2/Rev.1/ Amend.1	7/11/13 3/3/17	Young professionals programme	See also ST/SGB/2011/10
ST/AI/2012/3	14/8/12	Administration of continuing appointments	See also ST/SGB/2011/9

28. Administrative instructions 2011

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2010/4/Rev.1	26/10/11	Administration of temporary appointments	See also ST/AI/2016/6, ST/AI/2011/7, ST/AI/2011/7/Amend.1 and ST/AI/2016/3
ST/AI/2011/3	14/4/11	Medical clearances	
ST/AI/2011/7, ST/AI/2011/7/ Amend.1 and ST/AI/2011/7/ Amend.2	28/6/11 28/12/11 23/7/12	Rest and recuperation	See also ST/AI/1997/6 and ST/AI/1997/6/Amend.1
ST/AI/2011/8	28/7/11	Review committees on contracts	See also ST/AI/2016/7

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2011/9	1/8/11	Coordination of action in cases of death of staff members: travel and transportation in cases of death or health-related emergency	See also ST/AI/155/Rev.2, ST/AI/155/Rev.2/Amend.1 and ST/AI/2000/10

29. Administrative instructions 2010

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2010/1	14/1/10	Reporting, retaining and disposing of honours, decorations, favours, gifts or remuneration from governmental and non-governmental sources	See also ST/AI/2000/13
ST/AI/2010/2	1/3/10	Request for rectification of date of birth or of other personal data	
ST/AI/2010/3, ST/AI/2010/3/ Amend.1 ST/AI/2010/3/ Amend.2 ST/AI/2010/3/ Amend.3	21/4/10 29/6/12 16/12/13 13/3/17	Staff selection system	See also ST/AI/2000/1, as amended by ST/AI/2003/1, ST/AI/2001/7/Rev.2, ST/AI/2012/2/Rev.1, ST/AI/2012/2/Rev.1/Amend.1, ST/AI/2010/4/Rev.1, ST/SGB/2005/7 and ST/SGB/2016/10
ST/AI/2010/4/Rev.1	26/10/11	Administration of temporary appointments	See also ST/SGB/2009/4
ST/AI/2010/5 and ST/AI/2010/5/Corr.1	30/4/10 12/5/10	Performance Management and Development System	
ST/AI/2010/6	20/5/10	Road and driving safety	
ST/AI/2010/10	25/8/10	Upgrading of substantive and technical skills	See also ST/SGB/2009/9, ST/SGB/274 and ST/SGB/2003/4

30. Administrative instructions 2009

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2009/1	30/11/09	Recovery of overpayments made to staff members	See also ST/SGB/2009/4

31. Administrative instructions 2008

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2008/1	28/4/08	Exhibits in publicly accessible areas at Headquarters in New York	See also ST/SGB/2008/6 and ST/AI/416

32. Administrative instructions 2007

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2007/3	1/7/07	After-service health insurance	

33. Administrative instructions 2006

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2006/1	1/8/06	Policy on the provision and use of official cars	See also ST/AI/2013/3 and ST/AI/2013/3/Amend.2
ST/AI/2006/2	31/5/06	Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	See also ST/SGB/2006/7 and ST/SGB/2004/15

34. Administrative instructions 2005

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2005/1	29/3/05	Administrative instruction amending administrative instruction ST/AI/1999/13 (Recording of attendance and leave)	See also ST/AI/1999/13
ST/AI/2005/2, ST/AI/2005/2/Amend.1 and ST/AI/2005/2/Amend.2	6/5/05 3/11/14 14/8/17	Family leave, maternity leave and paternity leave	
ST/AI/2005/3 and ST/AI/2005/3/Amend.1	6/5/05 21/11/07	Sick leave	
ST/AI/2005/5	31/5/05	Administrative instruction amending administrative instruction ST/AI/400	See also ST/AI/400 and ST/SGB/2009/4
ST/AI/2005/6	31/5/05	Administrative instruction amending administrative instruction ST/AI/1997/6	See also ST/AI/1997/6
ST/AI/2005/10	8/8/05	Information and communication technology initiatives	See also ST/SGB/2003/17 and ST/SGB/2004/15
ST/AI/2005/11	31/8/05	Administrative instruction amending administrative instruction ST/AI/2000/9	See also ST/AI/2000/9

35. Administrative instructions 2003

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2003/1	27/1/03	Administrative instruction amending administrative instruction ST/AI/2000/1 (Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills)	See also ST/AI/2000/1
ST/AI/2003/2	30/1/03	Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances	See also ST/AI/372
ST/AI/2003/3	21/3/03	Special post allowance for field mission staff	
ST/AI/2003/4	21/3/03	Administrative instruction amending administrative instruction ST/AI/401 (Personnel arrangements for the Office of Internal Oversight Services)	See also ST/AI/401
ST/AI/2003/8, ST/AI/2003/8/Amend.1 and ST/AI/2003/8/Amend.2	13/11/03 17/3/06 2/2/09	Retention in service beyond the mandatory age of separation and employment of retirees	

36. Administrative instructions 2002

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2002/5	7/6/02	Administrative instruction amending administrative instruction ST/AI/1997/6	See also ST/AI/1997/6 and ST/AI/2005/6
ST/AI/2002/6	27/9/02	Life insurance	
ST/AI/2002/8 and ST/AI/2002/8/Amend.1	27/12/02 27/8/08	Official hospitality	

37. Administrative instructions 2001

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2001/1	8/2/01	Currency and modalities of payment of salaries and allowances	
ST/AI/2001/3	4/5/01	Administrative instruction amending administrative instruction ST/AI/259/Rev.10 (Salary differential)	See also ST/AI/259/Rev.10
ST/AI/2001/4	5/6/01	Disposal of computer equipment at United Nations Headquarters	

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2001/5	22/8/01	United Nations Internet publishing	
ST/AI/2001/6	24/7/01	Administrative instruction amending administrative instruction ST/AI/342 (Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243)	See also ST/AI/342

38. Administrative instructions 2000

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/2000/1	12/1/00	Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills	
ST/AI/2000/3	4/4/00	Overtime compensation for staff members in the Field Service category at established missions	
ST/AI/2000/10	21/9/00	Medical evacuation	
ST/AI/2000/12	25/10/00	Private legal obligations of staff members	See also ST/SGB/1999/4
ST/AI/2000/13	25/10/00	Outside activities	
ST/AI/2000/15 and ST/AI/2000/15/Amend.1	27/11/00 31/10/07	Family visit travel	See also ST/AI/2013/3 and ST/AI/2013/3/Amend.2
ST/AI/2000/19	18/12/00	Visa status of non-United States staff members serving in the United States, members of their household and their household employees, and staff members seeking or holding permanent resident status in the United States	

39. Administrative instructions 1999

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/1999/1 and ST/AI/1999/1/Amend.1	1/2/99 28/1/14	Delegation of authority in the administration of the Staff Rules	See also ST/SGB/2015/1, ST/AI/234/Rev.1, ST/AI/234/Rev.1/Amend.1 and ST/AI/234/Rev.1/Amend.2
ST/AI/1999/6	28/5/99	Gratis personnel	
ST/AI/1999/9	21/9/99	Special measures for the achievement of gender equality	See also ST/SGB/282
ST/AI/1999/13	9/11/99	Recording of attendance and leave	See also ST/AI/2005/1

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/1999/16	28/12/99	Termination of appointment for reasons of health	
ST/AI/1999/17 and ST/AI/1999/17/Amend.1	23/12/99 30/1/06	Special post allowance	

40. Administrative instructions 1998

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/1998/1	28/1/98	Payment of income taxes to United States tax authorities	
ST/AI/1998/7 and ST/AI/1998/7/Amend.1	23/3/98 8/5/12	Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category	
ST/AI/1998/9 and ST/AI/1998/9/Corr.1 (English only)	6/10/98 29/12/98	System for the classification of posts	

41. Administrative instructions 1997

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/1997/6	20/10/97	Mission subsistence allowance	See also ST/AI/2002/5 and ST/AI/2005/6

II. Issuances under Secretary-General's bulletin ST/SGB/100

1. Secretary-General's bulletins

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/UNFICYP/1	25/4/64	Regulations for the United Nations Peacekeeping Force in Cyprus	
ST/SGB/103/Rev.1	6/80	Rules governing compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	
ST/SGB/107/Rev.6	25/3/91	Rules governing payment of travel expenses and subsistence allowances in respect of members of organs or subsidiary organs of the United Nations	
ST/SGB/119/Rev.1	16/2/66	Regulations for the United Nations medal	See also ST/SGB/2000/15 and ST/SGB/2000/15/Amend.1

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/125/Rev.1 and ST/SGB/125/Rev.1/Amend.1	21/5/63 31/12/63	Latin American Institute for Economic and Social Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/126 and ST/SGB/126/Amend.1	1/8/63 15/6/73	United Nations Research Institute for Social Development	
ST/SGB/127 and ST/SGB/127/Amend.1	23/9/63 29/4/74	Asian Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/129	31/12/64	African Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules and procedures	
ST/SGB/132	1/67	United Nations Flag Code and Regulations	
ST/SGB/135	26/12/69	Access to League of Nations archives	
ST/SGB/136	1/2/71	Preservation and disposition of gifts and historical items	
ST/SGB/152	4/3/76	Procedure for the establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters	
ST/SGB/160	13/10/77	Planning, preparation and servicing of special conferences	See also ST/AI/342, ST/AI/2013/3, ST/AI/2013/3/Amend.2 and ST/AI/2001/6
ST/SGB/172	19/4/79	Staff-management relations: decentralization of consultation procedure	See also ST/SGB/274
ST/SGB/177	19/11/82	Policies for obtaining the services of individuals on behalf of the Organization	See also ST/SGB/283 and ST/AI/2010/4/Rev.1
ST/SGB/188	1/3/82	Establishment and management of trust funds	See also ST/AI/284, ST/AI/285 and ST/AI/286
ST/SGB/198	10/12/82	Security, safety and independence of the international civil service	See also ST/AI/299
ST/SGB/201	8/7/83	Use of working languages of the Secretariat	See also ST/SGB/212
ST/SGB/205	14/6/84	Regional Commissions Liaison Office	

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/SGB/209	21/12/84	Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat	
ST/SGB/212	24/9/85	Use of working languages of the Secretariat	See also ST/SGB/201
ST/SGB/214	17/1/86	International Research and Training Institute for the Advancement of Women	
ST/SGB/240	26/6/91	United Nations International Drug Control Programme	See also ST/SGB/2004/6 and ST/SGB/2015/4
ST/SGB/273	7/9/94	Establishment of the Office of Internal Oversight Services	See also ST/SGB/2002/7, ST/AI/397 and ST/AI/401 (as amended by ST/AI/2003/4)
ST/SGB/274	28/9/94	Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level	See also ST/SGB/172
ST/SGB/275	22/12/94	Health and Life Insurance Committee at Headquarters	
ST/SGB/277	19/5/95	Policy governing assignment to and return from mission detail	See also ST/AI/404
ST/SGB/282	5/1/96	Policies to achieve gender equality in the United Nations	See also ST/SGB/2008/12 and ST/AI/1999/9
ST/SGB/283	29/8/96	Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	See also ST/SGB/177

2. Administrative instructions

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/97/Rev.2	26/2/81	Control of United Nations property covered by personal property receipts	See also ST/AI/2015/4
ST/AI/104	23/8/54	Solicitation of voluntary contributions within the Secretariat	
ST/AI/105	3/9/54	Maintenance of personnel record cards	
ST/AI/108	24/2/55	Annual inspection of official status files	See also ST/AI/292

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/118/Rev.1	15/1/57	Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	
ST/AI/145/Rev.1	18/6/70	Use of Dag Hammarskjöld Memorial Library building	Paras. 5 and 6; see also ST/AI/387 and ST/AI/416
ST/AI/149/Rev.4	14/4/93	Compensation for loss of or damage to personal effects attributable to service	
ST/AI/155/Rev.2 and ST/AI/155/Rev.2/Amend.1	31/8/90 13/12/90	Personnel payroll clearance action	
ST/AI/189	7/11/69	Regulations for the control and limitation of documentation	
ST/AI/189/Add.2 and ST/AI/189/Add.2/Amend.2	15/9/71 25/8/08	Covers and title pages of publications	
ST/AI/189/Add.3/Rev.2	17/12/85	Distribution of documents, meeting records, official records and publications	See also ST/AI/271 and ST/AI/341
ST/AI/189/Add.4/Rev.1	20/1/97	Principles governing the exchange of United Nations documents and publications	See also ST/AI/271
ST/AI/189/Add.5/Rev.2	23/2/87	Stock review and disposal: official records and publications	
ST/AI/189/Add.6/Rev.5	22/8/08	Attribution of authorship in United Nations documents, publications and other official papers	
ST/AI/189/Add.7	30/9/71	Documentation workload estimates	
ST/AI/189/Add.8/Rev.1	15/3/77	Requests for document services	
ST/AI/189/Add.9/Rev.2 and ST/AI/189/Add.9/Rev.2/Add.2	17/9/87 25/2/92	Copyright in United Nations publications: general principles, practice and procedure	Supersedes ST/AI/189/Add.9/Rev.1 on an experimental basis; see also ST/AI/189/Add.27
ST/AI/189/Add.10	29/11/72	Mailing of official United Nations documentation	See also ST/AI/271
ST/AI/189/Add.11/Rev.2	18/8/95	Principles governing United Nations depository libraries	
ST/AI/189/Add.12/Rev.1	20/1/97	Supply to the United Nations libraries of material not available through the regular distribution channels	

Symbol	*Date issued*	*Subject*	*Amendments, remarks*
ST/AI/189/Add.13/Rev.1	22/12/73	Reissue of out-of-stock material	
ST/AI/189/Add.14/Rev.1	17/9/79	External publishing of United Nations manuscripts	
ST/AI/189/Add.15/Rev.1	30/6/92	Pricing of United Nations publications	
ST/AI/189/Add.17	24/6/75	Criteria for the selection of material to be issued as United Nations publications	
ST/AI/189/Add.18	19/1/76	Mention of names of commercial firms in United Nations documents and publications	
ST/AI/189/Add.19/Rev.1	11/2/97	Newsletters and other information materials in printed or electronic format	
ST/AI/189/Add.20/Rev.1	11/2/97	Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat	
ST/AI/189/Add.21	15/1/79	Use of the United Nations emblem on documents and publications	
ST/AI/189/Add.22	1/6/79	Use and disposition of papers and reports of seminars and similar ad hoc meetings	
ST/AI/189/Add.23	24/2/82	Timetable for the planning and submission of documents for sessions of United Nations organs	
ST/AI/189/Add.24	11/12/84	Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications	
ST/AI/189/Add.25/Rev.1	20/1/97	Guidelines for the publication of maps	
ST/AI/189/Add.26	25/9/89	Guidelines for electronic publishing	See also ST/AI/189/Add.28
ST/AI/189/Add.27	8/11/90	References and acknowledgements	See also ST/AI/189/Add.9/Rev.2 and ST/AI/189/Add.9/Rev.2/Add.2
ST/AI/189/Add.28	14/8/96	Guidelines for publishing in an electronic format	See also ST/AI/189/Add.26
ST/AI/193/Rev.1	24/6/77	Material and package passes	See also ST/AI/309/Rev.2

Symbol	*Date issued*	*Subject*	*Amendments remarks*
ST/AI/202	4/6/71	Headquarters Property Survey Board: case report and recommendation form	
ST/AI/205	10/12/71	Library services	See also ST/AI/189/Add.12/Rev.1
ST/AI/211	4/4/72	Scheduling of meetings and provision of conference services	
ST/AI/222	10/12/74	Procedure to be followed in cases of termination of permanent appointment for unsatisfactory services	
ST/AI/227	25/4/75	Security of valuable articles: lost and found property	
ST/AI/231/Rev.1	23/1/91	Non-reimbursable loans of personnel services from sources external to the United Nations common system	
ST/AI/233	9/12/75	Contributions from non-Member States	
ST/AI/234/Rev.1, ST/AI/234/Rev.1/Amend.1 and ST/AI/234/Rev.1/Amend.2	22/3/89 14/6/90 4/9/14	Administration of the Staff Regulations and Staff Rules	See also ST/SGB/2015/1, ST/AI/1999/1 and ST/AI/1999/1/Amend.1
ST/AI/235 and ST/AI/235/Corr.1	8/1/76 20/1/76	Death and disability coverage for members of the Joint Inspection Unit	
ST/AI/244/Rev.1	18/7/96	United Nations Bookshop service for staff members	
ST/AI/248 and ST/AI/248/Amend.1	7/7/77 27/6/80	Reimbursement of taxi fares	
ST/AI/259/Rev.10	27/2/89	Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters	See also ST/AI/2001/3
ST/AI/261	12/12/78	Forms management programme	
ST/AI/271	4/2/80	General principles and procedures governing outgoing official United Nations mail at Headquarters	See also ST/AI/189/Add.10
ST/AI/273	4/3/80	Employment of spouses	
ST/AI/284	1/3/82	General trust funds	See also ST/SGB/188
ST/AI/285	1/3/82	Technical cooperation trust funds	See also ST/SGB/188
ST/AI/286	3/3/82	Programme support accounts	See also ST/SGB/188
ST/AI/291/Rev.1	18/7/84	Part-time employment	

Symbol	*Date issued*	*Subject*	*Amendments, remarks*
ST/AI/292	15/7/82	Filing of adverse material in personnel records	See also ST/AI/108
ST/AI/293	15/7/82	Facilities to be provided to staff representatives	
ST/AI/299	10/12/82	Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families	See also ST/SGB/198
ST/AI/309/Rev.2	18/2/97	Authority of United Nations security officers	See also ST/AI/193/Rev.1 and ST/AI/387
ST/AI/323	27/9/84	Reduction in energy consumption	
ST/AI/333	29/11/85	Personal identification cards: Headquarters	See also ST/AI/387
ST/AI/342	8/5/87	Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243	See also ST/SGB/160, ST/AI/2013/3, ST/AI/2013/3/Amend.2 and ST/AI/2001/6
ST/AI/349	22/4/88	United Nations garage	
ST/AI/368	10/1/91	Instructions governing United Nations diplomatic pouch service	
ST/AI/372	25/9/91	Employee assistance in cases of alcohol/substance abuse	See also ST/AI/2003/2
ST/AI/387	10/9/93	Security arrangements for admission to United Nations Headquarters	See also ST/AI/309/Rev.2
ST/AI/397	7/9/94	Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery	See also ST/SGB/273
ST/AI/400	22/12/94	Abandonment of post	
ST/AI/401	18/1/95	Personnel arrangements for the Office of Internal Oversight Services	See also ST/SGB/273 and ST/AI/2003/4
ST/AI/404	19/5/95	Assignment to and return from mission detail	See also ST/SGB/277
ST/AI/408	1/8/95	Introduction of staggered working hours at Headquarters	
ST/AI/416	26/4/96	Use of United Nations premises for meetings, conferences, special events and exhibits	See also ST/AI/145/Rev.1 (paras. 5–6), ST/AI/387, ST/AI/2008/1 and ST/SGB/2008/6

B. Subject index to administrative issuances

I. Buildings, premises and security

1. Buildings and premises

Admission to United Nations Headquarters: Security arrangements for — ST/AI/387

Dag Hammarskjöld Memorial Library building: Use of — ST/AI/145/Rev.1 (paras. 5–6), ST/AI/387 and ST/AI/416

Energy conservation: see Reduction in energy consumption

Non-smoking policy at United Nations Headquarters, New York — ST/SGB/2003/9

Property management at United Nations Headquarters — ST/AI/2015/4

Property Survey Boards — ST/SGB/2013/4 (rule 105.22)

Reduction in energy consumption — ST/AI/323

United Nations Bookshop service for staff members — ST/AI/244/Rev.1

Use of United Nations premises for meetings, conferences, special events and exhibits — ST/AI/416, ST/AI/2008/1 and ST/SGB/2008/6 (see also Exhibits Committee guidelines, in section XI.4, and Security arrangements for admission to United Nations Headquarters, in section I.5 below)

2. Garage

Garage Review Board — ST/AI/349

Parking rates: see United Nations garage below

United Nations garage — ST/AI/349

3. Passes

Grounds passes: Wearing of — ST/AI/155/Rev.2 and ST/AI/155/Rev.2/Amend.1 (para. 5), ST/AI/333 and ST/AI/387

Material and package passes — ST/AI/193/Rev.1 and ST/AI/309/Rev.2

Personal identification cards: Headquarters (including retired staff) — ST/AI/333 and ST/AI/387

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours — ST/AI/387

4. Safety

Evacuation procedures for the United Nations Headquarters complex — ST/SGB/2002/8

Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations — ST/SGB/2017/2

Road and driving safety — ST/AI/2010/6

Security and Safety Service at Headquarters: testing for use of illegal drugs and controlled substances — ST/AI/2003/2

Security, safety and independence of the international civil service — ST/SGB/198

5. Security

Authority of United Nations security officers — ST/AI/309/Rev.2 and ST/AI/387

Material and package passes — ST/AI/193/Rev.1 and ST/AI/309/Rev.2

Security and Safety Services at Headquarters: testing for use of illegal drugs and controlled substances — ST/AI/2003/2

Security, safety and independence of the international civil service — ST/SGB/198 and ST/SGB/2016/9 (see commentary)

- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families — ST/AI/299

Security arrangements for admission to United Nations Headquarters — ST/AI/387 (see also ST/AI/309/Rev.2)

Security of valuable articles; lost and found property — ST/AI/227

Use of information and communication technology resources and data — ST/SGB/2004/15

II. Claims

Advisory Board on Compensation Claims — ST/SGB/2017/1 and ST/SGB/2017/1/Corr.1 (abolished and replaced by ST/SGB/2018/1), and appendix D

Claims Board — ST/AI/149/Rev.4

Compensation for loss of or damage to personal effects to service — ST/AI/149/Rev.4

Compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations: Rules governing — ST/SGB/2017/1 and ST/SGB/2017/1/Corr.1 (abolished and replaced by ST/SGB/2018/1), and appendix D
Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations: Rules governing — ST/SGB/103/Rev.1

Death and disability coverage for members of the Joint Inspection Unit — ST/AI/235 and ST/AI/235/Corr.1

III. Communications, archives and records

1. Archives and records

Access to League of Nations archives — ST/SGB/135

Commission for Historical Clarification — ST/SGB/1999/6

Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme — ST/SGB/2006/16

Gifts and historical items: Preservation and disposition of — ST/SGB/136

Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste — ST/AI/2006/2

Records and archives of the United Nations Monitoring, Verification and Inspection

Commission — ST/SGB/2009/12

Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste — ST/SGB/2006/7

Record-keeping and the management of United Nations archives — ST/SGB/2007/5

- Guidelines concerning the separation of private papers from business records — ST/SGB/2007/5, annex

United Nations archives and records — ST/SGB/2007/5

2. Communications, correspondence and mailing

Confidentiality of mailing lists and registers — ST/AI/341

Information and Communications Technology Board — ST/SGB/2003/17

Information and communication technology initiatives — ST/SGB/2016/11 and ST/AI/2005/10

Information sensitivity, classification and handling — ST/SGB/2007/6

Outgoing official United Nations mail at Headquarters: General principles and procedures governing — ST/AI/271, ST/AI/189/Add.10 and ST/AI/341

Use of airmail envelopes — ST/AI/271

3. Pouch

Diplomatic pouch service — ST/AI/368

IV. Conferences

Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243 — ST/AI/342 and ST/AI/2001/6 (see also Special conferences below)

Scheduling of meetings and provision of conference services — ST/AI/211 and ST/AI/416

Special conferences: Planning, preparation and servicing of — ST/SGB/160, ST/AI/342, ST/AI/2013/3, ST/AI/2013/3/Amend.2 and ST/AI/2001/6

Use of United Nations premises for meetings, conferences, special events and exhibits — ST/AI/416, ST/AI/145/Rev.1 (paras. 5–6), ST/AI/387, ST/AI/2008/1 and ST/SGB/2008/6

V. Documents and publications

1. General

Distribution of documents, meeting records, official records and publications — ST/AI/189/Add.3/Rev.2 and ST/AI/341

Publications Board — ST/SGB/2012/2 and ST/AI/2001/5

2. Regulations for the control and limitation of documentation

Attribution of authorship in United Nations documents, publications and other official papers — ST/AI/189/Add.6/Rev.5

Copyright in United Nations publications: general principles, practice and procedure — ST/AI/189/Add.9/Rev.2, ST/AI/189/Add.9/Rev.2/Add.2 and ST/AI/189/Add.27

Covers and title pages of publications — ST/AI/189/Add.2 and ST/AI/189/Add.2/Amend.2

Criteria for the selection of material to be issued as United Nations publications — ST/AI/189/Add.17

Depository libraries: Principles governing United Nations — ST/AI/189/Add.11/Rev.2

Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme — ST/SGB/2006/16

Distribution of documents, meeting records, official records and publications — ST/AI/189/Add.3/Rev.2 and ST/AI/341

Electronic publishing: Guidelines for — ST/AI/189/Add.26 (see also Publishing in an electronic format: Guidelines for, below)

Exchange of United Nations documents and publications: Principles governing the — ST/AI/189/Add.4/Rev.1

External publishing of United Nations manuscripts — ST/AI/189/Add.14/Rev.1

Information sensitivity, classification and handling — ST/SGB/2007/6

Initiation, approval and execution of the United Nations biennial publications programme — ST/SGB/2012/2

Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste — ST/AI/2006/2

Internet publishing: United Nations — ST/AI/2001/5

Mailing of official United Nations documentation — ST/AI/189/Add.10, ST/AI/189/Add.3/Rev.2 and ST/AI/271

Maps: Guidelines for the publication of — ST/AI/189/Add.25/Rev.1

Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat — ST/AI/189/Add.20/Rev.1

Mention of names of commercial firms in United Nations documents and publications — ST/AI/189/Add.18

Newsletters and other information materials in printed or electronic format — ST/AI/189/Add.19/Rev.1

Out-of-stock material: Reissue of — ST/AI/189/Add.13/Rev.1

Pricing of United Nations publications — ST/AI/189/Add.15/Rev.1

Publishing in an electronic format: Guidelines for — ST/AI/189/Add.28 (see also Electronic publishing: Guidelines for, above)

References and acknowledgements — ST/AI/189/Add.27, ST/AI/189/Add.9/Rev.2 and ST/AI/189/Add.9/Rev.2/Add.2

Regulations for the control and limitation of documentation — ST/AI/189

Reissue of out-of-stock material — ST/AI/189/Add.13/Rev.1

Requests for document services — ST/AI/189/Add.8/Rev.1

Stock review and disposal of official records and publications — ST/AI/189/Add.5/Rev.2

Supply to the United Nations libraries of material not available through the regular distribution channels — ST/AI/189/Add.12/Rev.1

Timetable for the planning and submission of documents for sessions of United Nations organs — ST/AI/189/Add.23

United Nations Internet publishing — ST/AI/2001/5

Use and disposition of papers and reports of seminars and similar ad hoc meetings — ST/AI/189/Add.22
Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications — ST/AI/189/Add.24

Use of the United Nations emblem on documents and publications — ST/AI/189/Add.21

Workload estimates: Documentation — ST/AI/189/Add.7

VI. Finance

1. Financial arrangements

African Institute for Economic Development and Planning — ST/SGB/129

Asian Institute for Economic Development and Planning — ST/SGB/127 and ST/SGB/127/Amend.1

Latin American Institute for Economic and Social Planning — ST/SGB/125/Rev.1 and ST/SGB/125/Rev.1/Amend.1

United Nations Research Institute for Social Development — ST/SGB/126 and ST/SGB/126/Amend.1

2. General

Contributions from non-Member States — ST/SGB/2013/4 (rule 103.1) and ST/AI/233

Currency and modalities of payment of salaries and allowances — ST/AI/2001/1

Designation of staff members performing significant functions in the management of financial, human and physical resources — ST/SGB/2005/7

Establishment and operation of the Central Emergency Response Fund — ST/SGB/2010/5

Establishment of a Senior Advisory Board on Services to the Public — ST/SGB/2005/10

Financial disclosure and declaration of interest statements — ST/SGB/2006/6

Information and communication technology initiatives — ST/AI/2005/10

Non-reimbursable loans of personnel services from sources external to the United Nations common system — ST/AI/231/Rev.1

Official hospitality — ST/AI/2002/8 and ST/AI/2002/8/Amend.1

Official travel — ST/AI/2013/3 and ST/AI/2013/3/Amend.2

Overtime compensation for staff members in the Field Service category at established missions — ST/AI/2000/3

Personnel payroll clearance action — ST/AI/155/Rev.2 and ST/AI/155/Rev.2/Amend.1

Private legal obligations of staff members — ST/AI/2000/12 (see also section VIII.7 below)

Recovery of overpayments made to staff members — ST/AI/2009/1

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery — ST/AI/397 and ST/SGB/273 (para. 18)

Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters — ST/AI/259/Rev.10 and ST/AI/2001/3

Salary scales and payments: see section VIII.13 below

Solicitation of voluntary contributions within the Secretariat — ST/AI/104

Taxi fares: Reimbursement of — ST/AI/248 and ST/AI/248/Amend.1

United States taxes: see section VIII.16 below

3. Financial regulations and rules

Delegation of authority under the Financial Regulations and Rules of the United Nations — ST/SGB/2013/7, ST/AI/2016/7, ST/SGB/2005/7

Financial Regulations and Rules of the United Nations — ST/SGB/2013/4, ST/SGB/2015/4 and ST/AI/2016/7

Financial Rules of the Environment Fund and Associated Trust Funds of the United Nations Environment Programme — Annex I to Supplement to the Financial Regulations and Rules of the United Nations — ST/SGB/2015/4

Supplementary Financial Regulations of the United Nations for the United Nations Habitat and Human Settlements Foundation, and Financial Rules of the United Nations Habitat and Human Settlements Foundation and Other Extrabudgetary Resources of the United Nations Human Settlements Programme — Annex II to Supplement to the Financial Regulations and Rules of the United Nations — ST/SGB/2015/4

Financial Rules of the Fund of the United Nations International Drug Control Programme and of the Fund of the United Nations Crime Prevention and Criminal Justice Programme — Annex III to Supplement to the Financial Regulations and Rules of the United Nations — ST/SGB/2015/4

Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation — ST/SGB/2016/6

Regulations for the United Nations Peacekeeping Force in Cyprus — ST/SGB/UNFICYP/1

4. Revenue-producing activities

Bookshop — ST/SGB/2013/4 and ST/AI/244/Rev.1

Garage parking rates: see United Nations garage, section I.2, above

5. Trust funds and special accounts

Establishment and management of trust funds — ST/SGB/188

Establishment and operation of the Central Emergency Response Fund — ST/SGB/2010/5

General trust funds — ST/AI/284
Programme support accounts — ST/AI/286

Technical cooperation trust funds — ST/AI/285

VII. General office procedures

Administrative issuances:
- Abolishment of obsolete — ST/SGB/2017/3 and ST/AI/2017/2
- Procedures for the promulgation of — ST/SGB/2009/4

Confidentiality of mailing lists and registers — ST/AI/341

Disposal of computer equipment at United Nations Headquarters — ST/AI/2001/4

Electronic publishing: Guidelines for — ST/AI/189/Add.26 and ST/AI/189/Add.28

Ethics: United Nations system-wide application of — separately administered organs and programmes — ST/SGB/2007/11 and ST/SGB/2007/11/Amend.1

Exhibits Committee: United Nations — ST/SGB/2008/6

Forms management programme — ST/AI/261

Information and Communication Technology (ICT) resources and data: Use of — ST/SGB/2004/15

Information and communications technology initiatives — ST/AI/2005/10

Information circulars — ST/SGB/1997/2

Information sensitivity, classification and handling — ST/SGB/2007/6 and ST/SGB/2012/3

Internet publishing: United Nations — ST/AI/2001/5

Managed reassignment programme — ST/AI/2001/7/Rev.2

New nomenclature for staff of the United Nations — ST/SGB/2002/18

Personnel payroll clearance action — ST/AI/155/Rev.2 and ST/AI/155/Rev.2/Amend.1

Personnel record cards: Maintenance of — ST/AI/105

Post-employment restrictions — ST/SGB/2006/15
Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements — ST/SGB/2001/7

Property management at United Nations Headquarters — ST/AI/2015/4

Publishing in an electronic format: Guidelines for — ST/AI/189/Add.28 (see also Electronic publishing: Guidelines for, above)

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery — ST/AI/397 and ST/SGB/273 (para. 18)

Secretary-General's bulletins: see Administrative issuances above

Treaties and international agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to — ST/SGB/2001/7

Working languages of the Secretariat — ST/SGB/201 and ST/SGB/212

VIII. Human resources

1. Administration-staff relations

Departmental focal points for women in the Secretariat — ST/SGB/2008/12

Ethics: United Nations system-wide application of — separately administered organs and programmes — ST/SGB/2007/11 and ST/SGB/2007/11/Amend.1
- Protection against retaliation for reporting misconduct — ST/SGB/2017/2
- Ethics Office: establishment and terms of reference — ST/SGB/2005/22

Independent inquiry into the oil-for-food programme — ST/SGB/2004/9

International civil service: Security, safety and independence of the — ST/SGB/198
- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families — ST/AI/299

Joint Harassment Prevention Boards — ST/SGB/2008/14

Joint Negotiation Committee at Headquarters — ST/SGB/2007/9

Office of the Ombudsman — ST/SGB/2016/7

Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level — ST/SGB/274

Staff representatives: Facilities to be provided to — ST/AI/293

Staff-Management Committee — ST/SGB/2011/6/Rev.1 and ST/AI/2014/3

Staff-management relations: decentralization of consultation procedure — ST/SGB/172 and ST/SGB/274

Steering Committee for the Improvement of the Status of Women in the Secretariat:
- Membership — ST/SGB/1999/9
- Policies to obtain gender equality in the United Nations — ST/SGB/282, ST/SGB/2011/2 and ST/AI/1999/9

2. Allowances, entitlements and grants

Coordination of action in cases of death of staff members: travel and transportation in cases of death or health-related emergency — ST/AI/2011/9

Dependency status and dependency benefits — ST/AI/2016/8

Education grant and related benefits — ST/AI/2018/1

Special education grant and related benefit for children with a disability — ST/AI/2018/2

Home leave — ST/AI/2015/2/Rev.1

Mission subsistence allowance — ST/AI/1997/6 (as amended by ST/AI/2002/5 and ST/AI/2005/6)

Mobility and hardship scheme — ST/AI/2016/6

Non-resident's allowance: see Rental subsidies and deductions below

Official hospitality — ST/AI/2002/8 and ST/AI/2002/8/Amend.1

Personal status for purposes of United Nations entitlements — ST/SGB/2004/13

Reimbursement for travel by private motor vehicle — ST/AI/2013/3 and ST/AI/2013/3/Amend.2

Reimbursement of costs of basic medical examinations for family members: see Special entitlements for staff members serving at designated duty stations below

Rental subsidies and deductions — ST/AI/2018/3
Repatriation grant — ST/AI/2016/2

Rest and recuperation — ST/AI/2011/7, ST/AI/2011/7/Amend.1 and ST/AI/2011/7/Amend.2

Salaries and allowances: Currency and modalities of payment — ST/AI/2001/1

Salary differential for General Service staff in the Language Text-Processing Unit, Department of General Affairs and Conference Services — ST/AI/2001/3

Scheme of social security for the staff — ST/SGB/2011/1

Settling-in grant — ST/AI/2016/5

Special entitlements for staff members serving at designated duty stations — ST/AI/2016/3

Special post allowance — ST/AI/1999/17 and ST/AI/1999/17/Amend.1
- Special post allowance for field mission staff — ST/AI/2003/3

Subsistence allowance:
- Mission subsistence allowance — ST/AI/1997/6 (as amended by ST/AI/2002/5 and ST/AI/2005/6)
- System of daily subsistence allowance — ST/AI/2014/2

Threshold percentage for the purpose of calculating rental subsidies: see Rental subsidies and deductions above

United Nations Memorial and Recognition Fund — ST/SGB/2010/8/Rev.1

3. Appeals

Classification Appeals Committees: see System for the classification of posts in section VIII.8 below

Office of Administration of Justice: Organization and terms of reference of the — ST/SGB/2010/3

Office of the Ombudsman: appointment and terms of reference of the Ombudsman — ST/SGB/2002/12

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery — ST/AI/397 and ST/SGB/273 (para. 18)

United Nations Appeals Tribunal — ST/SGB/2010/3

4. Appointments, placement and promotion

Administration of fixed-term appointments — ST/AI/2013/1 and ST/AI/2013/1/Corr.1

Administration of temporary appointments — ST/AI/2010/4/Rev.1

Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories — ST/AI/274 and ST/AI/274/Corr.1

Assignment to and return from mission detail: Policy governing — ST/SGB/277 and ST/AI/404 (see also section X below)

Central Review Boards — ST/SGB/2011/7

Central Review Committees — ST/SGB/2011/7

Central review bodies at designated offices away from Headquarters — ST/SGB/2011/7

Central Review Panels — ST/SGB/2011/7

Central review bodies — ST/SGB/2011/7

Competitive examination for recruitment to the Professional category of staff members from other categories — ST/AI/2012/2/Rev.1 and ST/AI/2012/2/Rev.1/Amend.1

Competitive examinations for recruitment and placement in posts requiring specific language skills in

the Professional category — ST/AI/1998/7 and ST/AI/1998/7/Amend.1

Competitive examinations for the placement of General Service and related categories — ST/AI/2012/2/Rev.1

Consultants and individual contractors — ST/AI/2013/4

Consultants and participants in advisory meetings — ST/SGB/177, ST/AI/2013/4 and ST/AI/2013/5 (see also Policies for obtaining the services of individuals on behalf of the Organization below)

Continuing appointments — ST/SGB/2011/9 and ST/AI/2012/3

Contractors: Institutional or corporate — ST/SGB/177

Employment of spouses — ST/AI/273

Field central review bodies — ST/SGB/2011/7

Gratis personnel — ST/AI/1999/6

Managed mobility system — ST/SGB/2016/2/Rev.1, ST/AI/2016/1 and ST/AI/2016/1/Amend.1

Managed reassignment programme — ST/AI/2001/7/Rev.2

Medical clearances — ST/AI/2011/3

Movement of staff from the Field Service category to the Professional category — ST/AI/2010/3, ST/AI/2010/3/Amend.1, ST/AI/2010/3/Amend.2 and ST/AI/2010/3/Amend.3 (see also Competitive examination for recruitment to the Professional category, section VIII.15 below)

Part-time employment — ST/AI/291/Rev.1

Performance Management and Development System — ST/SGB/1999/18, ST/AI/2010/5 and ST/AI/2010/5/Corr.1

Placement and promotion — ST/AI/2010/3, ST/AI/2010/3/Amend.1, ST/AI/2010/3/Amend.2 and ST/AI/2010/3/Amend.3

Policies for obtaining the services of individuals on behalf of the Organization — ST/SGB/177

- Consultants and individual contractors — ST/AI/2013/4
- Participants in advisory meetings — ST/AI/2013/5
- Institutional or corporate contractors — ST/AI/327
- Temporary staff and individual contractors — ST/AI/2010/4 (see also Use of "when actually employed" contracts, below)

Policies to achieve gender equality in the United Nations — ST/SGB/282, ST/SGB/2008/12 and ST/AI/1999/9

Promotion policy and review: see Placement and promotion above

Recruitment procedures for Professional staff — ST/AI/2010/3, ST/AI/2010/3/Amend.1, ST/AI/2010/3/Amend.2 and ST/AI/2010/3/Amend.3

Retention in service beyond the mandatory age of separation and employment of retirees — ST/AI/2003/8, ST/AI/2003/8/Amend.1 and ST/AI/2003/8/Amend.2

Senior Review Board — ST/SGB/2016/3/Rev.1

Senior Review Group — ST/SGB/2016/10

Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills — ST/AI/2000/1 (as amended by ST/AI/2003/1)

Special measures for the achievement of gender equality — ST/AI/1999/9, ST/SGB/282 and ST/SGB/2008/12

Special post allowance — ST/AI/1999/17 and ST/AI/1999/17/Amend.1

- Special post allowance for field mission staff — ST/AI/2003/3

Staff selection system — ST/SGB/2002/5, ST/AI/2010/3, ST/AI/2010/3/Amend.1, ST/AI/2010/3/Amend.2, ST/AI/2010/3/Amend.3 and ST/SGB/2016/2/Rev.1

Temporary staff and individual contractors — ST/SGB/177 and ST/AI/2010/4/Rev.1

Termination of appointment for reasons of health — ST/AI/1999/16

Termination of permanent appointment for unsatisfactory services: procedure to be followed — ST/AI/222

Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions — ST/SGB/283

5. Attendance, leave and working hours

Abandonment of post — ST/AI/400 (as amended by ST/AI/2005/5)

Breastfeeding: policy on — ST/SGB/2003/14

Certification of sick leave: See Sick leave and Recording of attendance and leave below

Family leave, maternity leave and paternity leave — ST/AI/2005/2 and ST/AI/2005/2/Amend.1

Home leave — ST/AI/2015/2/Rev.1

Introduction of staggered working hours — ST/AI/408

Jury duty: see Recording of attendance and leave below

Recording of attendance and leave — ST/AI/1999/13 (as amended by ST/AI/2005/1)

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours — ST/AI/387

Release of staff members in bad weather or other conditions: see Recording of attendance and leave above

Rest and recuperation — ST/AI/2011/7, ST/AI/2011/7/Amend.1 and ST/AI/2011/7/Amend.2

Sabbatical leave programme — ST/AI/2015/5

Sick leave — ST/AI/2005/3 and ST/AI/2005/3/Amend.1

Upgrading of substantive and technical skills — ST/AI/2010/10

Working hours:
- Introduction of staggered working hours at Headquarters — ST/AI/408
- Flexible working arrangements — ST/SGB/2003/4

6. Delegation of authority

Administration of the Staff Regulations and Staff Rules — ST/SGB/2015/1, ST/AI/234/Rev.1, ST/AI/234/Rev.1/Amend.1, ST/AI/234/Rev.1/Amend.2, ST/AI/1999/1 and ST/AI/1999/1/Amend.1

Authority of the United Nations Population Fund (UNFPA) in matters relating to human resources — ST/SGB/2004/10

Authority of the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women) in matters relating to human resources management — ST/SGB/2011/2

Delegation of authority under the Financial Regulations and Rules — ST/AI/2003/6, ST/AI/2004/1 and ST/AI/2016/7

Designation of staff members performing significant functions in the management of financial, human and physical resources — ST/SGB/2005/7

Upgrading of substantive and technical skills — ST/AI/2010/10

7. Duties and obligations

Acceptance of pro bono goods and services guidelines — ST/SGB/2006/5

Assignment to and return from mission detail: Policy governing — ST/SGB/277 and ST/AI/404 (see also section X below)

Basic rights and duties of United Nations staff members: Status, basic rights and duties of United Nations staff members — ST/SGB/2016/9
- Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission — ST/SGB/2002/9

Family and child support obligations of staff members — ST/SGB/1999/4 and ST/AI/2000/12

Financial disclosure and declaration of interest statements — ST/SGB/2006/6

Gifts: see Preservation and disposition of gifts and historical items below

Obligations of staff members — ST/SGB/1999/4, ST/AI/2000/12 and ST/SGB/2006/6

Outside activities — ST/AI/2000/13

Post-employment restrictions — ST/SGB/2006/15

Preservation and disposition of gifts and historical items — ST/SGB/136

Private legal obligations of staff members — ST/AI/2000/12 (see also Obligations of staff members above)

Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority — ST/SGB/2008/5 and ST/SGB/2008/14

Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations — ST/SGB/2017/2/Rev.1

Rectification of date of birth or of other personal data: Request for — ST/AI/2010/2

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery — ST/AI/397 and ST/SGB/273 (para. 18)

Special measures for protection from sexual exploitation and sexual abuse — ST/SGB/2003/13

Status, basic rights and duties of United Nations staff members — ST/SGB/2016/9
- Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission — ST/SGB/2002/9

8. Job classification system

System for the classification of posts — ST/AI/1998/9 and ST/AI/1998/9/Corr.1 (English only)

9. General

Annual inspection of official status file — ST/AI/108 (see also Official status files below)

Bookshop service for staff members: United Nations — ST/AI/244/Rev.1

Breastfeeding: Policy on — ST/SGB/2003/14

Currency and modalities of payment of salaries and allowances — ST/AI/2001/1

Employee assistance in cases of alcohol/substance abuse — ST/AI/372

Filing of adverse material in personnel records — ST/AI/292 (see also Official status files below)

Guidelines for the acceptance of pro bono goods and services — ST/SGB/2006/5

International civil service: Security, safety and independence of the — ST/SGB/198
- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families — ST/AI/299

Laissez-passer — ST/AI/155/Rev.2 and ST/AI/155/Rev.2/Amend.1 (para. 5)

Official hospitality — ST/AI/2002/8 and ST/AI/2002/8/Amend.1

Official status files — ST/AI/108 and ST/AI/292

Performance Management and Development System — ST/SGB/1999/18, ST/AI/2010/5 and ST/AI/2010/5/Corr.1

Personnel payroll clearance action — ST/AI/155/Rev.2 and ST/AI/155/Rev.2/Amend.1

Personnel record cards: Maintenance of — ST/AI/105

Post-employment restrictions — ST/SGB/2006/15

Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority — ST/SGB/2008/5 and ST/SGB/2008/14

Records and archives of the United Nations Monitoring, Verification and Inspection Commission — ST/SGB/2009/12

Records of the United Nations Compensation Commission — ST/SGB/2007/10

Rectification of date of birth or of other personal data: Request for — ST/AI/2010/2

Smoking at United Nations Headquarters — ST/SGB/2003/9

Special measures for protection from sexual exploitation and sexual abuse — ST/SGB/2003/13

Staff relief committees: United Nations — see Solicitation of voluntary contributions within the Secretariat, section VI.2 above

Taxi fares: Reimbursement of — ST/AI/248 and ST/AI/248/Amend.1

Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances — ST/AI/2003/2

United Nations personnel policy on HIV/AIDS — ST/SGB/1999/17 and ST/SGB/2003/18

Wearing of grounds passes — ST/AI/333 and ST/AI/387

Working hours: Introduction of staggered — ST/AI/408
- Flexible working arrangements — ST/SGB/2003/4

Working languages of the Secretariat — ST/SGB/201 and ST/SGB/212

10. Medical and other insurance

After-service health insurance — ST/AI/2007/3

Employee assistance in cases of alcohol/substance abuse — ST/AI/372

Health and Life Insurance Committee at Headquarters — ST/SGB/275

Life insurance — ST/AI/2002/6

Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters — ST/AI/2015/3

Payment of insurance proceeds under the malicious acts insurance policy — ST/SGB/2004/11

Personal status for purposes of United Nations entitlements — ST/SGB/2004/13/Rev.1

Reimbursement of costs of basic medical examinations for family members: see Special entitlements for staff members serving at designated duty stations in section VIII.2 above

Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations — ST/SGB/2017/1 and ST/SGB/2017/1/Corr.1 (abolished and replaced by ST/SGB/2018/1), and appendix D

Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances — ST/AI/2003/2

11. Pensions, post-retirement services and employment beyond retirement

After-service health insurance — ST/AI/2007/3

Personal identification cards for retired staff members — ST/AI/333 and ST/AI/387

Retention in service beyond the mandatory age of separation and employment of retirees — ST/AI/2003/8 and ST/AI/2003/8/Amend.1 and ST/AI/2003/8/Amend.2

Scheme of social security for the staff — ST/SGB/2011/1

12. Post adjustment

See index to information circulars (ST/IC/2012/2)

13. Salary scales and payments

Currency and modalities of payment of salaries and allowances — ST/AI/2001/1

Field Service category — ST/SGB/2011/1

Overtime compensation for staff members in the Field Service category at established missions — ST/AI/2000/3

Professional and higher categories — ST/SGB/2012/1

Recovery of overpayments made to staff members — ST/AI/2009/1

Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters — ST/AI/259/Rev.10 and ST/AI/2001/3

Special post allowance for field mission staff — ST/AI/2003/3

14. Staff regulations and rules

Administration of the Staff Regulations and Staff Rules — ST/SGB/2015/1, ST/AI/234/Rev.1, ST/AI/234/Rev.1/Amend.1, ST/AI/234/Rev.1/Amend.2, ST/AI/1999/1 and ST/AI/1999/1/Amend.1

Staff Regulations — ST/SGB/2012/1

Staff Rules:
- Rules governing compensation — ST/SGB/2017/1 and ST/SGB/2017/1/Corr.1 (abolished and replaced by ST/SGB/2018/1), and appendix D
- Secretariat personnel — ST/SGB/2011/1

15. Training, career development and examinations

Building the future — ST/SGB/1999/15

Competitive examination for recruitment to the Professional category of staff members from other categories — ST/AI/2012/2/Rev.1 and ST/AI/2012/2/Rev.1/Amend.1 (see also Managed Reassignment Programme)

Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category — ST/AI/1998/7 and ST/AI/1998/7/Amend.1

Competitive examinations for the placement of General Service and related categories — ST/AI/2012/2/Rev.1

Conditions under which staff members may take national competitive recruitment examinations — ST/AI/2012/2/Rev.1 and ST/AI/2012/2/Rev.1/Amend.1

Internship programme: United Nations — ST/AI/2014/1

Language proficiency and language allowance — ST/AI/2016/9

Learning and development policy — ST/SGB/2009/9

Managed reassignment programme — ST/AI/2001/7/Rev.2

New nomenclature for the staff of the United Nations — ST/SGB/2002/18

Organizational competencies for the future — ST/SGB/1999/15

Placement and promotion — ST/AI/2010/3, ST/AI/2010/3/Amend.1, ST/AI/2010/3/Amend.2 and ST/AI/2010/3/Amend.3
- Policies to achieve gender equality in the Secretariat — ST/SGB/282, ST/SGB/2008/2 and ST/AI/1999/9

Sabbatical leave programme — ST/AI/2015/5 and ST/SGB/2009/9

Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills — ST/AI/2000/1 (as amended by ST/AI/2003/1)

Upgrading of substantive and technical skills — ST/AI/2010/10

Young professionals programme — ST/SGB/2011/19 and ST/AI/2012/2/Rev.1 and ST/AI/2012/2/Rev.1/Amend.1 (see also Managed Reassignment Programme)

16. United States taxes

Payment of income taxes to United States tax authorities — ST/AI/1998/1

17. Visas

Visa Committee — ST/SGB/2000/11

Visa status of non-United States staff members serving in the United States, members of their household and their household employees, and staff members seeking or holding permanent resident status in the United States — ST/AI/2000/19

IX. Library

Dag Hammarskjöld Memorial Library building: Use of — ST/AI/145/Rev.1 (paras. 5 and 6)

Establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters: Procedure for the — ST/SGB/152

Library services — ST/AI/205

Supply to the United Nations libraries of material not available through the regular distribution channels — ST/AI/189/Add.12/Rev.1

Use of United Nations premises for meetings, conferences, special events and exhibits — ST/AI/416, ST/AI/2008/1 and ST/SGB/2008/6 (see also Security arrangements for admission to United Nations Headquarters in section I.5 above)

X. Missions

Assignment to and return from mission detail: Policy governing — ST/SGB/277 and ST/AI/404

Field central review bodies — ST/SGB/2011/7

Joint Negotiation Committee for the Field — ST/SGB/2008/11

Medal: Regulations for the United Nations (for award to military personnel) — ST/SGB/119/Rev.1

Medal: Regulations for the United Nations Dag Hammarskjöld (posthumous award to members of peacekeeping operations who have lost their lives) — ST/SGB/2000/15 and ST/SGB/2000/15/Amend.1

Medical evacuation — ST/AI/2000/10

Mission subsistence allowance — ST/AI/1997/6 (as amended by ST/AI/2002/5 and ST/AI/2005/6)

Movement of staff from the Field Service category to the Professional category — ST/AI/2010/3 and ST/AI/2010/3/Amend.1 (see also Competitive examination for recruitment to the Professional category, section VIII.15 above)

Observance by United Nations forces of international humanitarian law — ST/SGB/1999/13

Overtime compensation for staff members in the Field Service category at established missions — ST/AI/2000/3

Payment of insurance proceeds under the malicious acts insurance policy — ST/SGB/2004/11

Policy governing assignment to and return from mission detail — ST/SGB/277

Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority — ST/SGB/2008/5 and ST/SGB/2008/14

Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste — ST/SGB/2006/7

- Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste — ST/AI/2006/2

Road and driving safety — ST/AI/2010/6

Special post allowance for field mission staff — ST/AI/2003/3

United Nations Peacekeeping Force in Cyprus: Regulations for — ST/SGB/UNFICYP/1

XI. Organizational structure

1. General

Building the future — ST/SGB/1999/15

Organization of the Secretariat of the United Nations — ST/SGB/2015/3, ST/SGB/2005/16, ST/SGB/2006/14 and ST/SGB/2011/3 and ST/SGB/2011/3/Amend.1

Organizational competencies for the future — ST/SGB/1999/15

Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat — ST/SGB/209

2. Institutes

African Institute for Economic Development and Planning — ST/SGB/129

Asian Institute for Economic Development and Planning — ST/SGB/127 and ST/SGB/127/Amend.1

International Research and Training Institute for the Advancement of Women — ST/SGB/214

Latin American Institute for Economic and Social Planning — ST/SGB/125/Rev.1 and ST/SGB/125/Rev.1/Amend.1

United Nations Research Institute for Social Development — ST/SGB/126 and ST/SGB/126/Amend.1

3. Secretariat departments and units

Central Support Services: Office of — ST/SGB/2013/1 and ST/SGB/2005/7

Centre for Human Settlements (Habitat): United Nations — ST/SGB/2002/14

Conference on Trade and Development: Secretariat of the United Nations — ST/SGB/1998/1

Dag Hammarskjöld Library — see Public Information: Department of, below

Department of Field Support: Organization of the — ST/SGB/2010/2

Departmental focal points for women in the Secretariat — ST/SGB/2008/12

Disarmament Affairs: Organization of the Office for — ST/SGB/2008/8

Drugs and Crime: Organization of the United Nations Office on — ST/SGB/2004/6 and ST/SGB/240

Economic and Social Affairs: Department of — ST/SGB/1997/9

Economic and Social Commission for Asia and the Pacific: secretariat of the — ST/SGB/2005/11

Economic and Social Commission for Western Asia: Secretariat of the — ST/SGB/2010/7

Economic Commission for Africa: Secretariat of the — ST/SGB/2005/12

Economic Commission for Europe: Secretariat of the — ST/SGB/2008/9

Economic Commission for Latin America and the Caribbean: Secretariat of the — ST/SGB/2000/5

Environment Programme: Organization of the Secretariat of the United Nations — ST/SGB/2006/13

Ethics Office: establishment and terms of reference — ST/SGB/2005/22

Executive Office of the Secretary-General — ST/SGB/1998/18

General Assembly and Conference Management: Organization of the Department for — ST/SGB/2005/9

High Commissioner for Human Rights: Office of the United Nations — ST/SGB/1997/10

High Commissioner for Refugees: Office of the United Nations — ST/SGB/1998/9

Human Resources Management: Office of — ST/SGB/2011/4 and ST/SGB/2005/7

Humanitarian Affairs: Office for the Coordination of — ST/SGB/1999/8

Information and Communications Technology: Office of — ST/SGB/2016/11

Internal Oversight Services: Office of — ST/SGB/2002/7, ST/SGB/273, ST/AI/397 and ST/AI/401 (as amended by ST/AI/2003/4)
- Establishment of — ST/SGB/273
- Personnel arrangements — ST/AI/401 (as amended by ST/AI/2003/4)
- Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery — ST/AI/397

International Drug Control Programme — ST/SGB/2004/6 and ST/SGB/240

Legal Affairs: Office of — ST/SGB/2008/13

Management: Department of — ST/SGB/2010/9 and ST/SGB/2005/7

Office at Geneva: United Nations — ST/SGB/2000/4

Office at Nairobi: United Nations — ST/SGB/2009/3

Office at Vienna: Organization of the United Nations — ST/SGB/2004/5

Office of Administration of Justice: Organization and terms of reference of the — ST/SGB/2010/3

Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States: Organization of the United Nations — ST/SGB/2007/7

Organization of the United Nations Office for Partnerships — ST/SGB/2009/14

Peacekeeping Operations: Organization of the Department of — ST/SGB/2010/1

Political Affairs: Department of — ST/SGB/2009/13 and ST/SGB/2009/13/Corr.1

Programme Planning, Budget and Accounts: Office of — ST/SGB/2016/6, ST/SGB/2003/16 and ST/SGB/2005/7

Public Information: Department of — ST/SGB/1999/10 and ST/SGB/2008/6

Regional Commissions Liaison Office — ST/SGB/205

Relief and Works Agency for Palestine Refugees in the Near East: Secretariat of the United Nations — ST/SGB/2000/6

Safety and Security: Organization of — ST/SGB/2013/5

Special Adviser on Africa: Office of the — ST/SGB/2003/6

4. Secretariat boards and committees

Advisory Board on Compensation Claims — ST/SGB/2017/1 and ST/SGB/2017/1/Corr.1 (abolished and replaced by ST/SGB/2018/1), and appendix D

Central Review Boards — ST/SGB/2011/7

Central Review Committees — ST/SGB/2011/7

Central Review Panels — ST/SGB/2011/7

Central Examinations Board: see Competitive examination for recruitment to the Professional category of staff members from other categories in section VIII.15 above

Central review bodies — ST/SGB/2011/7

Claims Board — ST/AI/149/Rev.4

Classification Appeals Committees: see System for the classification of posts in section VIII.8 above

Departmental focal points for women in the Secretariat — ST/SGB/2008/12

Ethics Committee — ST/SGB/2007/11 (section 3)

Exhibits Committee: United Nations — ST/SGB/2008/6

Field central review bodies — ST/SGB/2011/7

Garage Review Board — ST/AI/349

Global Central Review Board — ST/SGB/2016/4/Rev.1

Health and Life Insurance Committee at Headquarters — ST/SGB/275

Independent Inquiry Committee (Independent inquiry into the oil-for-food programme) — ST/SGB/2004/9

Information and Communications Technology Board — ST/SGB/2003/17

Information and communication technology (ICT) initiatives (ICT Committees) — ST/AI/2005/10

Joint Harassment Prevention Boards — ST/SGB/2008/14

Joint Negotiation Committee at Headquarters — ST/SGB/2007/9

Joint Negotiation Committee for the Field — ST/SGB/2008/11

Management Performance Board — ST/SGB/2013/2

Office of Staff Legal Assistance — ST/SGB/2010/3

Office of the Ombudsman: appointment and terms of reference of the Ombudsman — ST/SGB/2016/7

Policy Committee and Management Committee — ST/SGB/2005/16, ST/SGB/2006/14 and ST/SGB/2011/3 and ST/SGB/2011/3/Amend.1

Project Review Committee — ST/AI/2005/10

Property Survey Board — ST/SGB/2013/4 and ST/AI/202

Publications Board — ST/SGB/2012/2 and ST/AI/2001/5

Records of the United Nations Compensation Commission — ST/SGB/2007/10

Senior Advisory Board on Services to the Public: Establishment of a — ST/SGB/2005/10

Senior Management Group — ST/SGB/2012/4 (abolished and replaced by ST/SGB/2018/2) (See also ST/SGB/2005/16 and ST/SGB/2006/14)

Senior Review Group — ST/SGB/2016/10

Specialized Board of Examiners: see Competitive examination for recruitment to the Professional category of staff members from other categories in section VIII.15 above

Staff-Management Committee — ST/SGB/2011/6/Rev.1 and ST/AI/2014/3

Steering Committee for the Improvement of the Status of Women in the Secretariat:
- Membership — ST/SGB/1999/9
- Policies to achieve gender equality in the United Nations — ST/SGB/282 and ST/AI/1999/9
- UN-Women — ST/SGB/2011/2

Tort Claims Board — ST/SGB/230

United Nations Dispute Tribunal — ST/SGB/2010/3

Visa Committee — ST/SGB/2000/11 and ST/AI/2000/19

Working Group on Internet Matters: see United Nations Internet publishing in section V.2 above

Working Group on Relations between Non-Governmental Organizations and the Secretariat and United Nations Programmes — ST/SGB/209

5. Units servicing voluntary programmes

African Institute for Economic Development and Planning — ST/SGB/129

Asian Institute for Economic Development and Planning — ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women — ST/SGB/214

Latin American Institute for Economic and Social Planning — ST/SGB/125/Rev.1 and ST/SGB/125/Rev.1/Amend.1

United Nations International Drug Control Programme — ST/SGB/2004/6, ST/SGB/240 and ST/SGB/2015/4

United Nations Research Institute for Social Development — ST/SGB/126 and ST/SGB/126/Amend.1

XII. Property and supplies

1. Property control

Control of United Nations property covered by personal property receipts — ST/AI/97/Rev.2

Disposal of computer equipment at United Nations Headquarters — ST/AI/2001/4

Electronic publishing: Guidelines for — ST/AI/189/Add.26 (see also Publishing in an electronic format: Guidelines for, in section V.2 above)

Internet publishing: United Nations — ST/AI/2001/5

Material and package passes — ST/AI/193/Rev.1

Official cars: Policy on the provision and use of — ST/AI/2006/1

Property management at United Nations Headquarters — ST/AI/2015/4

Property records maintenance — ST/AI/2015/4

Property Survey Board — ST/SGB/2013/4 (financial rule 105.21) and ST/AI/202

Use of information and communication technology resources and data — ST/SGB/2004/15

2. General

Information and Communications Technology Board — ST/SGB/2003/17

Information and communication technology initiatives — ST/AI/2005/10

Reduction in energy consumption — ST/AI/323

XIII. Protocol

Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs — ST/AI/118/Rev.1

United Nations Flag Code and Regulations — ST/SGB/132

XIV. Travel and transportation

1. Automobiles, baggage and customs

Excess baggage, shipments and insurance — ST/AI/2016/4 (see also Special entitlements for staff members serving at designated duty stations below)

Official cars: Policy on the provision and use of — ST/AI/2006/1

Reimbursement for travel by private motor vehicle — ST/AI/2013/3 and ST/AI/2013/3/Amend.2

Road and driving safety — ST/AI/2010/6

2. Expenses

Medical evacuation — ST/AI/2000/10

Mission subsistence allowance — ST/AI/1997/6 (as amended by ST/AI/2002/5 and ST/AI/2005/6)

Special entitlements for staff members serving at designated duty stations — ST/AI/2016/3

System of daily subsistence allowance — ST/AI/1998/3 (as amended by ST/AI/2003/9)

Terminal expenses: see Official travel below

Travel claims: see Official travel below

Travel expenses and subsistence allowances:

- Members of organs or subsidiary organs of the United Nations — ST/SGB/107/Rev.6

3. General

Coordination of action in cases of death of staff members: travel and transportation in cases of death or health-related emergency — ST/AI/2011/9

Education grant travel — ST/AI/2018/1 and ST/AI/2018/2

Family visit travel — ST/AI/2000/15, ST/AI/2000/15/Amend.1, ST/AI/2013/3 and ST/AI/2013/3/Amend.2

Home leave — ST/AI/2015/2/Rev.1

Official travel — ST/AI/2013/3 and ST/AI/2013/3/Amend.2

Personal status for purposes of United Nations entitlements — ST/SGB/2004/13/Rev.1

Road and driving safety — ST/AI/2010/6

Standard of accommodation: travel time and rest stopovers — see Official travel above

Travel advances — see Official travel above

Visa: see section VIII.17 above

C. Alphabetical index to administrative issuances[1]

Abandonment of post	27, 36
Abuse of authority: Prohibition of discrimination, harassment, including sexual harassment, and	9, 37, 40
Acceptance of pro bono goods and services: guidelines	10, 36, 37
Access to League of Nations archives	22, 29
Accommodation: Standard of — see Official travel	
Administration of Justice: Organization and terms of reference of the Office of	8, 34, 41
Administration of fixed-term appointments	16, 34
Administration of temporary appointments	16, 17, 34
Administration of the Staff Regulations and Staff Rules	7, 26, 36, 39
*Administration-staff relations	33
Administrative instructions: see Administrative issuances	
Administrative issuances	9, 32
Admission to United Nations Headquarters	27, 28, 40
Advisory Board on Compensation Claims	29, 42
African Institute for Economic Development and Planning	22, 31, 40, 43
After-service health insurance	18, 38
Airmail envelopes: Use of	29
Alcohol/substance abuse: Employee assistance in cases of	27, 37, 38
*Allowances, entitlements and grants	33
Annual inspection of official status file	23, 37
*Appeals	34
Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories	34
*Appointments, placement and promotion	34
*Archives and records: Communications	29
Archives and records: United Nations	29
Arrest or detention of staff members, other agents of the United Nations and members of their families: see Security, safety and independence of the international civil service	27, 28, 33, 37
Asian Institute for Economic Development and Planning	22, 31, 40, 43
Assignment to and return from mission detail: policy governing	23, 27, 34, 36, 40
Assistance and representation by counsel in disciplinary and appeals cases: see Administration of justice	

[1] Headings in the subject index to administrative issuances are marked with an asterisk.

Assistance in cases of alcohol/substance abuse: Employee 27, 37, 38

*Attendance, leave and working hours 36

Attribution of authorship in United Nations documents 24, 30

*Authority: Delegation of 36

Authority of United Nations security officers 27, 28

Authority of the United Nations Population Fund in matters relating to human resources 12, 36

*Automobiles, baggage and customs 46

*Baggage and customs: Automobiles, ... 46

Basic rights and duties of United Nations staff members: Status 7, 36, 37

Boards: see Organizational structure

Bookshop: United Nations 26, 28, 32, 37

Breastfeeding: Policy on 12, 36, 37

*Buildings, premises and security 28

Building the future 39, 40

*Career development and examinations: Training, ... 39

Cars: Official 18, 43, 44

Central Emergency Response Fund: Establishment and operation of the 31, 32

Central Examinations Board: see Competitive examination for recruitment to the Professional category of staff members from other categories

Central review bodies 8, 34, 42

Central Review Board 6, 34, 42, 46

Central Review Committee 34, 42

Central Review Panel 34, 42

Central review bodies at designated offices away from Headquarters 34

Central Support Services: Office of 7, 40

Centre for Human Settlements, United Nations 41

Certification of sick leave: see Sick leave

Child support obligations of staff members: Family and 14, 36

*Claims 29

Claims Board 29, 42

Classification Appeals Committees: see System for the classification of posts

Commission for Historical Clarification: see Archives and records

*Communications, archives and records 29

*Communications, correspondence and mailing 29

Compendium of job opportunities: see Managed Reassignment Programme for Junior Professional Staff

Compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations ... 29, 38

Compensation for loss of or damage to personal effects attributable to service ... 24, 29

Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations ... 21, 29

Competitive examinations ... 21, 34, 35, 39

Competitive examinations for the placement of General Service and related categories ... 35, 39

Computer equipment at United Nations Headquarters: Disposal of ... 19, 32, 43

Conditions under which staff members may take national competitive recruitment examinations ... 39

Conference on Trade and Development: Secretariat of the United Nations ... 14, 41

Conference Management: Organization of the Department of General Assembly ... 11, 41

*Conferences ... 29

Confidentiality of mailing lists and registers ... 29, 32

Conservation: Energy — see Reduction in energy consumption

Consultants and individual contractors ... 16, 35

Continuing appointments ... 8, 16, 35

Contractors: Institutional or corporate ... 35

Contributions from non-Member States ... 26, 31

Control of United Nations property covered by personal property receipts ... 23, 43

Coordination of action in cases of death of staff members: travel and transportation in cases of death or health-related emergency ... 17, 33, 44

Copyright in United Nations publications ... 24, 30

*Correspondence and mailing: Communications, ... 29

Covers and title pages of publications ... 24, 30

Criteria for the selection of materials to be issued as United Nations publications ... 25, 30

Currency and modalities of payment of salaries and allowances ... 19, 31, 37, 38

*Customs: Automobiles, baggage and ... 46

Dag Hammarskjöld Memorial Library: see Department of Public Information

Dag Hammarskjöld Memorial Library building: Use of ... 24, 28, 39

Daily subsistence allowance: System of ... 16, 34, 44

Death and disability coverage for members of the Joint Inspection Unit ... 26, 29

Death of staff members: Coordination of action in cases of ... 17, 33, 44

*Delegation of authority ... 36

Delegation of authority under the Financial Regulations and Rules of the United Nations ... 15, 32

Department of Economic and Social Affairs ... 14, 41

Department of Field Support: Organization of the 8, 41

Department for General Assembly and Conference Management: Organization of the 11, 41

Department of Management 9

Department of Peacekeeping Operations 8

Department of Political Affairs 9, 42

Department of Public Information 14

Departmental focal points for women in the Secretariat 10, 33, 41, 42

Dependency status and dependency benefits 15, 33

Deposit of salary: Direct — see Currency and modalities of payment of salaries and allowances

Depository libraries 24, 30

Designation of staff members performing significant functions in the management of financial, human and physical resources 11, 31, 36

Diplomatic pouch service 27, 29

Disarmament Affairs: Organization of the Office for 9, 48

Disciplinary measures and procedures: Revised 15

Discrimination: Prohibition of — harassment, including sexual harassment, and abuse of authority 9, 37, 40

Disposal of computer equipment at United Nations Headquarters 19, 32, 43

Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme 11, 29, 30

Distribution of documents, meeting records, official records and publications 24, 30

*Documents and publications 30

Document services: Requests for 24, 30

Drugs and Crime: Organization of the United Nations Office on 12, 41

*Duties and obligations 36

Economic and Social Affairs: Department of 14, 41

Economic and Social Commission for Asia and the Pacific: Secretariat of the 11, 41

Economic and Social Commission for Western Asia: Secretariat of the 9, 41

Economic Commission for Africa: Secretariat of the 11, 41

Economic Commission for Europe: Secretariat of the 10, 41

Economic Commission for Latin America and the Caribbean: Secretariat of the 13, 41

Education grant and special education grant for disabled children 33

Education grant travel 44

Electronic publishing 30, 32, 33, 43

Emblem on documents and publications: Use of the United Nations 25, 31

Emergency Relief Coordinator: see Office for the Coordination of Humanitarian Affairs

Employee assistance in cases of alcohol/substance abuse ... 27, 37, 38

Employment: Part-time ... 26, 35

*Employment beyond retirement: Pensions, post-retirement services and ... 38

Employment of spouses ... 26, 35

Energy conservation (Reduction in energy consumption) ... 27, 28, 43

*Entitlements and grants: Allowances ... 33

Environment Programme: Organization of the Secretariat of the United Nations ... 11, 41

Establishment and maintenance of branch libraries and reference centres ... 22, 39

Establishment and management of trust funds ... 22, 32

Establishment and operation of the Central Emergency Response Fund ... 31, 32

Establishment of a Senior Advisory Board on Services to the Public ... 11, 31, 42

Ethics Committee ... 42

Ethics Office: establishment and terms of reference ... 11, 33, 41

Ethics: United Nations system-wide application of (separately administered organs and programmes) ... 10, 32, 33

Evacuation: Medical ... 20, 40, 44

Evacuation procedure ... 13, 28

*Examinations: Training, career development and ... 39

Excess baggage, shipments and insurance (see also Special entitlements for staff members serving at designated duty stations) ... 15, 44, 49

Exchange of United Nations documents and publications ... 24, 30

Executive Office of the Secretary-General ... 6, 14, 41

Exhibits Committee: United Nations ... 9, 28, 32, 42

*Expenses ... 44

Expenses: Terminal — see Official travel

External publishing of United Nations manuscripts ... 25, 30

Family and child support obligations of staff members ... 14, 36

Family leave, maternity leave and paternity leave ... 18, 36

Family visit travel ... 20, 44

Field Central Review Bodies ... 35, 40, 42

Field Service category:

- Mission subsistence allowance ... 21, 33, 34, 44
- Movement to Professional category ... 35, 40

*Salary scales and payments ... 38

Filing of adverse material in personnel records ... 27, 37

*Finance ... 31
*Financial arrangements ... 31
Financial disclosure and declaration of interest statements ... 10, 31, 36
*Financial Regulations and Rules ... 32
Financial Regulations and Rules of the United Nations ... 7, 15, 32
Financial Regulations and Rules: Habitat and Human Settlements Foundation ... 32
Financial Rules of the Fund of the United Nations Environment Programme ... 32
Flag Code and Regulations: United Nations ... 22, 43
Flexible working arrangements ... 12, 36, 38
Forms management programme ... 26, 32
*Garage ... 28
Garage Review Board ... 28, 42
Gender equality: Policies to achieve ... 23, 35, 39, 43
General Assembly and Conference Management: Organization of the Department for ... 11, 41
*General office procedures ... 32
General trust funds ... 26, 32
Gifts and historical items: Preservation and disposition of ... 22, 29, 36, 37
Gratis personnel ... 20, 35
Grievance panels: see Panels on Discrimination and Other Grievances
Grounds passes: Wearing of ... 28, 38
Guidelines for the acceptance of pro bono goods and services ... 37
Guidelines for the preparation of host Government agreements ... 20, 27, 29
Hardship allowance: Mobility and ... 6, 15, 23, 35
Harassment: Prohibition of discrimination, including sexual harassment and abuse of authority ... 9, 37, 40
Health and Life Insurance Committee at Headquarters ... 23, 38, 42
High Commissioner for Human Rights: Office of the United Nations ... 14, 41
High Commissioner for Refugees: Office of the United Nations ... 14, 41
HIV/AIDS: see United Nations personnel policy on
Home leave ... 15, 33, 36, 44
Hospitality: Official ... 19, 31, 34, 37
Host Government agreements falling under General Assembly resolution 40/243: Guidelines for the preparation of ... 20, 27, 29
Household goods: Storage of personal effects and — see Excess baggage, shipments and insurance
*Human resources ... 33

Human Resources Management: Office of ... 8

Human Rights: Office of the United Nations High Commissioner for ... 14, 41

Human Settlements: United Nations Centre for ... 41

Humanitarian Affairs: Office for the Coordination of ... 14, 49

Identification cards: Personal ... 27, 28, 38

Improvement of programme delivery: see Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery

Independent Inquiry Committee (Independent inquiry into the oil-for-food programme) ... 42

Information and Communications Technology Board ... 12, 29, 42

Information and communication technology initiatives ... 18, 29, 31, 43

Information and communication technology resources and data: Use of ... 12, 28, 43

Information circulars ... 14, 32, 38

Information sensitivity, classification and handling ... 10, 29, 30, 32

Initiation, approval and execution of the United Nations biennial publication programme ... 30

*Institutes ... 40

Insurance: Excess baggage, shipments and ... 15, 44, 49

*Insurance: Medical and other ... 38

Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste ... 10, 18, 29, 30, 40

Internal Oversight Services: Office of ... 13, 19, 23, 27, 41

International agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and ... 13, 33

International civil service: Security, safety and independence of the ... 22, 28, 33, 37

International Drug Control Programme ... 23, 32, 41, 43

International humanitarian law: Observance by United Nations forces of ... 14, 40

International Research and Training Institute for the Advancement of Women ... 20, 40, 43

International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications: Use of the ... 25, 31

Internet publishing: United Nations ... 20, 30, 31, 32

Internship programme: United Nations ... 16, 39

Introduction of staggered working hours ... 27, 36

Issuances: Administrative ... 9, 32

*Job classification system ... 37

Joint Harassment Prevention Boards ... 10, 33, 42

Joint Inspection Unit: Death and disability coverage for members of the ... 26, 29

Joint Negotiation Committee at Headquarters ... 10, 33, 42

Joint Negotiation Committee for the Field	10, 40, 42
Jury duty: see Recording of attendance and leave	
Laissez-passer	37
Language proficiency and language allowance	15, 39
Latin American Institute for Economic and Social Planning	22, 31, 40, 43
League of Nations archives: Access to	22, 29
Learning and development policy	7, 9, 39
Leave: Home	15, 33, 36, 44
*Leave and working hours: Attendance,	36
Leave for upgrading of substantive and technical skills	17, 36, 39
Legal Affairs: Office of	10, 41
Legal obligations of staff members: Private	31, 36, 37
Libraries: Depository	24, 30
*Library	39
Library services	26, 39
Life insurance	19, 38
Life Insurance Committee at Headquarters: Health and	23, 38, 42
Lost and found property: security of valuable articles	26, 28
*Mailing: Communications, correspondence and	29
Mailing lists and registers: Confidentiality of	29, 32
Mailing of official United Nations documentation	24, 30
Malicious acts insurance policy: Payment of insurance proceeds under the	12, 38, 40
Managed Reassignment Programme	32, 35, 39
Management: Department of	9
Management Group: Senior	8, 43
Management of property	15
Management Performance Board	7, 42
Maps: Guidelines for the publication of	25, 30
Material and package passes	25, 28, 43
Maternity leave: Family leave and paternity leave	18, 36, 49
Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat	25, 30
Medal: Regulations for the United Nations (for award to military personnel)	21
Medal: Regulations for the United Nations Dag Hammarskjöld	13, 40
*Medical and other insurance	36
Medical clearances and examinations	16, 35

Medical evacuation	20, 40, 44
Medical examinations for family members: Reimbursement of costs of basic — see Special entitlements for staff members serving at designated duty stations	
Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters	15, 38
Memorial and Recognition Fund: United Nations	9, 34
Mention of names of commercial firms in United Nations documents and publications	25, 30
Mission subsistence allowance (see also Allowances, entitlements and grants)	21, 33, 34, 40, 44
*Missions	40
Mobility and hardship scheme	6, 15, 23, 35
Movement of staff from the Field Service category to the Professional category	35, 40
New nomenclature for staff of the United Nations	13, 32
Newsletters and other information materials in printed or electronic format	25, 30
Non-governmental organizations and the United Nations Secretariat: Policies and procedures governing the relationship between	23, 40, 43
Non-reimbursable loans of personnel services from sources external to the United Nations common system	26, 31
Non-resident's allowance: see Rental subsidies and deductions	
Non-smoking policy at United Nations Headquarters, New York	12, 28
*Obligations: Duties and	36
Obligations of staff members	36
Observance by United Nations forces of international humanitarian law	14, 40
Office at Geneva: United Nations	13
Office at Nairobi: United Nations	9
Office at Vienna: United Nations	11, 41
Office for Disarmament Affairs	9, 48
Office on Drugs and Crime: Organization of the United Nations	12, 41
Office for the Coordination of Humanitarian Affairs	14, 49
Office of Administration of Justice: Organization and terms of reference of the	8, 34, 41
Office of Central Support Services	7, 40
Office of Human Resources Management	8
Office of Information and Communications Technology	7, 41
Office of Internal Oversight Services	13, 19, 21, 27, 41
Office of Legal Affairs	10, 41
Office of Programme Planning, Budget and Accounts	12, 42
Office of Staff Legal Assistance	42

Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States: Organization of the United Nations ... 10, 41

Office of the Special Adviser on Africa ... 12

Office of the United Nations High Commissioner for Human Rights ... 14, 41

Office of the United Nations High Commissioner for Refugees ... 14, 41

*Office procedures: General ... 32

Official cars ... 18, 43, 44

Official hospitality ... 19, 31, 34, 37

Official status files ... 23, 37

Official travel ... 16, 31, 44

Ombudsman: Office of the ... 6, 33, 34, 42

Organization of the Secretariat of the United Nations ... 7, 11, 13, 14

Organization of the United Nations Office for Partnerships ... 9, 14

Organizational competencies for the future ... 14, 39, 40

*Organizational structure ... 40

Out-of-stock material: Reissue of ... 25, 30

Outgoing official United Nations mail at Headquarters ... 26, 29

Outside activities ... 20, 37

Overpayments made to staff members: Recovery of ... 17, 31, 38

Oversight Services: Office of Internal ... 13, 19, 23, 27, 41

Overtime compensation for staff members in the Field Service category at established missions ... 20, 31, 38, 40

Package passes: Material and ... 25, 28, 43

Parking rates: see United Nations garage

Participants in advisory meetings ... 16, 35

Part-time employment ... 26, 35

*Passes ... 28

Paternity leave: Family leave, maternity leave and ... 18, 36, 49

Payment of income taxes to the United States tax authorities ... 21, 39

Payment of insurance proceeds under the malicious acts insurance policy ... 12, 38, 40

Peacekeeping Operations: Department of ... 8, 40, 41

*Pensions, post-retirement services and employment beyond retirement ... 38

Performance Appraisal System — see Performance Management and Development System

Performance Management and Development System ... 17

Personal identification cards ... 27, 28, 38

Personal status for purposes of United Nations entitlements	12, 34, 38, 44
Personnel payroll clearance action	24, 31, 32, 37
Personnel policy on HIV/AIDS: United Nations	12, 14, 38
Personnel record cards: Maintenance of	23, 32, 37
Placement and promotion	5, 34, 35, 39
Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat	23, 40, 43
Policies for obtaining the services of individuals on behalf of the Organization	22, 35
Policies to achieve gender equality in the United Nations	23, 35, 39, 43
Policy Committee/Management Committee	42
Policy governing assignment to and return from mission detail	23, 27, 34, 36, 40
Political Affairs: Department of	9, 42
*Post adjustment	38
Post-employment restrictions	11, 33, 37
*Post-retirement services and employment beyond retirement: Pensions	38
*Pouch	29
*Premises and security: Buildings,	28
Preservation and disposition of gifts and historical items	22, 29, 36, 37
Prevention of workplace harassment, sexual harassment and abuse of authority	9, 37, 40
Pricing of United Nations publications	25, 30
Private legal obligations of staff members (see also Duties and obligations)	31, 36, 37
Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level	23, 33
Procedures for the promulgation of administrative issuances: see Administrative issuances	
Procedures of the Senior Review Group for the filling of posts at the Director (D-2) and higher levels: see Senior Review Group	
Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements	13, 33
Professional and higher categories	38
Programme delivery: see Reporting of inappropriate use of United Nations resources and proposals for improvement of	
Programme Planning, Budget and Accounts: Office of	12, 42
Programme support accounts	26, 32
Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority	9, 37, 40
Project Review Committee	42
*Promotion: Appointments, placement and	34

Promotion policy and review: see Placement and promotion	
*Property and supplies	43
Property management at United Nations Headquarters	28, 33, 43
Property records maintenance	43
Property Survey Board	26, 28, 42, 43
Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations	6, 28, 37
*Protocol	43
Public Information: Department of	14, 42
*Publications: Documents and	30
Publications Board	8, 30
Publishing in an electronic format: guidelines for	25, 30, 33
Reassignment Programme for Junior Professional Staff: Managed	32, 35, 39
Recording of attendance and leave	18, 20, 36
Record-keeping and the management of United Nations archives	10, 29
*Records: Archives and	29
Records and archives of the United Nations Monitoring, Verification and Inspection Commission	9
Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	10, 18, 29, 30, 40
Records of the United Nations Compensation Commission	10, 37, 42
Recovery of overpayments made to staff members	17, 31, 38
Recruitment procedures for Professional staff	35
Rectification of date of birth or of other personal data: Request for	17, 37
Recuperation: Rest and	16, 34, 36
Reduction in energy consumption	27, 28, 43
Reference centres: Establishment and maintenance of branch libraries and	22, 39
References and acknowledgements (in United Nations publications and documents)	30
Refugees: Office of the United Nations High Commissioner for	14, 41
Regional Commissions Liaison Office	22, 42
Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	24, 43
Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	28, 36
*Regulations and Rules: Financial	7, 15, 32

Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation 6, 32

*Regulations and Rules: Staff 39

*Regulations for the control and limitation of documentation 30

Regulations for the United Nations Dag Hammarskjöld medal 13, 40

Regulations for the United Nations medal 21

Regulations for the United Nations Peacekeeping Force in Cyprus 21, 32, 40

Reimbursement for travel by private motor vehicle 34, 44

Reimbursement of costs of basic medical examinations for family members: see Special entitlements for staff members serving at designated duty stations

Reissue of out-of-stock material 25, 30

Release of staff members in bad weather or other emergency conditions: see Recording of attendance and leave

Relief and Works Agency for Palestine Refugees in the Near East: United Nations 13, 42

Relief committees: United Nations staff — see Solicitation of voluntary contributions within the Secretariat

Rental subsidies and deductions 34

Repatriation grant 23, 34

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery 31, 33, 34, 37

Representation by counsel in disciplinary and appeals cases — see Administration of Justice

Requests for document services 24, 30

Rest and recuperation 16, 34, 36

Retention in service beyond the mandatory age of separation and employment of retirees 19, 35, 38

*Revenue-producing activities 32

Revised disciplinary measures and procedures 15

Road and driving safety 17, 28, 40, 44

Rules: Financial Regulations and 7, 15, 32

*Rules: Staff Regulations and 39

Rules governing compensation in the event of death, injury or illness 29, 38

Sabbatical leave programme 15, 36, 39

*Safety 28

Salaries and allowances: Currency and modalities of payment of 19, 31, 37, 38

Salary: Direct deposit of — see Currency and modalities of payment of salaries and allowances

Salary differential for General Service staff in the language text-processing units in the Text-Processing Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters ... 26, 31, 34, 38

*Salary scales and payments ... 38

Scheduling of meetings and provision of conference services ... 26, 29

Scheme of social security for the staff ... 34, 38

Secretariat of the United Nations: Organization of the ... 7, 11, 13, 14

*Secretariat boards and committees ... 42

Secretariat buildings: see Buildings, premises and security

*Secretariat departments and units ... 40

Secretariat of the Economic and Social Commission for Asia and the Pacific ... 11, 41

Secretariat of the Economic and Social Commission for Western Asia ... 9, 41

Secretariat of the Economic Commission for Africa ... 11, 41

Secretariat of the Economic Commission for Europe ... 10, 41

Secretariat of the Economic Commission for Latin America and the Caribbean ... 13, 41

Secretariat of the United Nations Conference on Trade and Development ... 14, 41

Secretariat of the United Nations Environment Programme ... 11, 41

Secretariat of the United Nations Relief and Works Agency for Palestine Refugees in the Near East ... 13, 42

Secretary-General: Executive Office of the ... 6, 14, 41

Secretary-General's bulletins: see Administrative issuances

Secretary-General's records and archives: see United Nations archives and records management

*Security ... 28

Security arrangements for admission to United Nations Headquarters ... 27, 28, 40

Security of valuable articles ... 26, 28

Security and Safety Service at Headquarters: testing for use of illegal drugs and controlled substances ... 28

Security, safety and independence of the international civil service ... 22, 28, 33, 37

Senior Advisory Board on Services to the Public: Establishment of a ... 11, 31, 42

Senior Management Group ... 8, 43

Senior Review Group ... 7, 35, 43

Sexual harassment: Prohibition of discrimination, harassment, and abuse of authority ... 9, 12, 37, 40

Shipments and insurance: Excess baggage: see Special entitlements for staff members serving at designated duty stations

Sick leave ... 18, 36

Skills: Upgrading of substantive and technical ... 17, 36, 39

Smoking at United Nations Headquarters	37
Social security for the staff: Scheme of	34, 38
Solicitation of voluntary contributions within the Secretariat	23, 31
Special Adviser on Africa: Office of the	34, 38
Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills	19, 20, 35, 39
Special conferences: Planning, preparation and servicing of	22, 29
Special entitlements for staff members serving at designated duty stations	15, 34, 44
Special measures for protection from sexual exploitation and sexual abuse	12, 37
Special measures for the achievement of gender equality	20, 35
Special post allowance	21, 34, 35
Special post allowance for field mission staff	19, 34, 35, 38, 40
Specialized Board of Examiners: see Competitive examination for recruitment to the Professional category of staff members from other categories	
Split shipments: see Excess baggage, shipments and insurance	
*Staff Regulations and Rules	39
Staff Regulations	6, 7, 26, 36, 39
*Staff relations: Administration	33
Staff relief committees: United Nations — see Solicitation of voluntary contributions within the Secretariat	
Staff representatives: Facilities to be provided to	27, 33
Staff Rules	7, 20, 26, 36, 39
Staff selection system	13, 17, 35
Staff-Management Committee	8, 16, 33, 43
Staff-management relations	22, 33
Standard of accommodation: see Official travel	
Status, basic rights and duties of United Nations staff members	7, 36, 37
Steering Committee for the Improvement of the Status of Women in the Secretariat	14, 33, 43
Stock review and disposal of official records and publications	30
Studies programme: see Upgrading of technical and substantive skills	
Subsistence allowance: see System of daily subsistence allowance	16, 34, 44
Substance abuse: Employee assistance in cases of alcohol	27, 37, 38
*Supplies: Property and	43
Supply to the United Nations libraries of material not available through the regular distribution channels	24, 31
Support Services: Office of Central	7, 40

System for the classification of posts ... 21, 37
System of daily subsistence allowance ... 16, 34, 44
*Taxes: United States ... 39
Taxi fares ... 26, 31, 38
Technical cooperation trust funds ... 26, 32
Technology Board: Information and Communications ... 12, 29, 42
Temporary staff and individual contractors ... 35
Terminal expenses: see Official travel
Termination of appointment for reasons of health ... 21, 35
Termination of permanent appointment for unsatisfactory services: procedure to be followed ... 26, 35
Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances ... 19, 38
Threshold percentage for the purpose of calculating rental subsidies: see Rental subsidies and deductions
Time, attendance and leave recording: see Recording of attendance and leave, Family leave, maternity leave and paternity leave and Sick leave
Timetable for the planning and submission of documents for sessions of United Nations organs ... 25, 31
Tort Claims Board ... 43
Tort claims: Resolution of ... 43
*Training, career development and examinations ... 39
Transportation of privately owned automobiles: see Excess baggage, shipments and insurance
*Travel and transportation ... 44
Travel expenses and subsistence allowances in respect of members of organs or subsidiary organs of the United Nations ... 21
Treaties and international agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to ... 13, 33
*Trust funds and special accounts ... 32
Unaccompanied shipments and insurance coverage for personal effects and household goods: see Excess baggage, shipments and insurance
United Nations archives and records ... 29
United Nations Bookshop service for staff members ... 26, 28, 32, 37
United Nations Centre for Human Settlements (Habitat) ... 41
United Nations Conference on Trade and Development ... 14, 41
United Nations Dispute Tribunal
United Nations emblem on documents and publications: Use of ... 25, 31

United Nations Environment Programme: Secretariat of the 11, 41

United Nations Exhibits Committee

United Nations Flag Code and Regulations 22, 43

United Nations forces: see Observance by United Nations forces of international humanitarian law

United Nations garage 27, 28, 32

United Nations High Commissioner for Human Rights: Office of the 14, 41

United Nations High Commissioner for Refugees: Office of the 14, 41

United Nations International Drug Control Programme 23, 32, 41, 43

United Nations Internet publishing 20, 30, 31, 32

United Nations internship programme 16, 39

United Nations Learning Advisory Board: see Learning and development policy

United Nations Monitoring, Verification and Inspection Commission: Records and archives 9

United Nations Memorial and Recognition Fund 9, 34

United Nations Office at Geneva 13

United Nations Office at Nairobi 9

United Nations Office at Vienna 11, 41

United Nations Office on Drugs and Crime: Organization of the 12, 41

United Nations Peacekeeping Force in Cyprus: Regulations for the 21, 32, 40

United Nations personnel policy on HIV/AIDS 12, 14, 38

United Nations Population Fund (UNFPA): Authority in matters relating to human resources 12, 36

United Nations premises for meetings, conferences, special events and exhibits: Use of 27, 28, 29, 40

United Nations Relief and Works Agency for Palestine Refugees in the Near East: Secretariat of the 13, 42

United Nations Research Institute for Social Development 22, 31, 40, 43

United Nations Staff Relief Committees: see Solicitation of voluntary contributions within the Secretariat

United Nations websites: see United Nations Internet publishing

*United States taxes 39

*Units servicing voluntary programmes 43

Upgrading of substantive and technical skills 17, 36, 39

Use and disposition of papers and reports of seminars and similar ad hoc meetings 25, 31

Use of airmail envelopes 29

Use of Dag Hammarskjöld Memorial Library building 24, 28, 39

Use of information and communication technology resources and data	12, 28, 43
Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications	25, 31
Use of the United Nations emblem on documents and publications	25, 31
Use of United Nations premises for meetings, conferences, special events and exhibits	27, 28, 29, 40
Use of United Nations resources and proposals for improvement of programme delivery: Reporting of inappropriate	31, 33, 34, 37
Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	23, 35, 36
Visa Committee	13, 39, 43
Visa status of non-United States staff members serving in the United States	20, 39
*Visas	39
Voluntary contributions within the Secretariat: Solicitation of	23, 31
*Voluntary programmes: Units servicing	43
WAE contracts: see Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	
Wearing of grounds passes	38
Weather: Release of staff members in bad — see Recording of attendance and leave	
Websites, United Nations: see United Nations Internet publishing	
Women in the Secretariat:	
Special measures for the achievement of gender equality	20, 35
Steering Committee for the Improvement of the Status of Women in the Secretariat	14, 33, 43
UN-Women	8, 36, 43
Word-processing qualifications: Test for basic	
Working Group on Relations between Non-Governmental Organizations and the Secretariat and United Nations Programmes	43
*Working hours: Attendance, leave and	36
Working hours: introduction of staggered working hours at Headquarters	27, 36
Working languages of the Secretariat	22, 23, 33, 38
Workload estimates: Documentation	24, 31
Young professionals programme	8, 16, 39

18-02957 (E) 120318